



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No:	IC/005/2021
Post Title:	Individual Contractor
Organizational Unit:	Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany
Duration:	until 31 December 2021
Deadline for applications:	30 June 2021

Organizational context

The UNSSC Knowledge Centre for Sustainable Development, officially opened in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the sustainable development agenda through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN and member states through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of the 2030 Agenda.

With the rapid expansion of activities, the KCSD needs an experienced individual contractor who can provide temporary support during the peak period of the Team's yearly work plan.

Terms of reference

The individual contractor will provide assistance to the UNSSC Knowledge Centre of Sustainable Development on course offerings related to the sustainable development leadership and policy coherence team within the Knowledge Centre.

Key Functions include:

- Providing online support to courses in terms of setting up and hosting Zoom meetings, creating break-out rooms, preparing learning spaces on platforms for remote learning, such as Mural, Miro, Jamboard, Padlet or other;
- Providing general support services at online and face-to-face workshops, training sessions and meetings, including preparation of substantive background material, exercises and documentation;
- Supporting logistical preparations, arrangements & relations with clients, participants & faculty;

- Independently providing support to courses and learning events, mainly online, but also face-to-face and to participants before and during the courses /events;
- Supporting relations with vendors and service providers;
- Maintaining records and ensuring proper filing systems are in place;

Qualifications required

Education: Bachelor's degree in Administrative Studies, Social and Political Sciences, International Development, Educational Studies, or other related areas;

Excellent English skills (written and spoken); Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools; Ability to effectively deal with stress occurring in heavy workload periods; Ability to meet deadlines; Collaborative working style; Experience in supporting the design, development and delivery of learning products, especially online learning, a distinct advantage; Familiarity with communication, learning and social media tools an advantage; Additional UN languages, as well as German, an advantage.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position