



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No:	IC/012/2021
Post Title:	Individual Contractor
Organizational Unit:	Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany
Duration:	1 December 2021 to 12 August 2022
Deadline for applications:	22 November 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 developing and managing learning and knowledge-related offerings on sustainable development, and in particular providing support for the UN SDG Learn initiative.

UN SDG:Learn is a United Nations initiative that aims to bring relevant and curated learning solutions on sustainable development topics to individuals and organizations.

Through the collaborative efforts of the United Nations, multilateral organizations, and sustainable development partners from universities, civil society, academia and the private sector, UN SDG:Learn provides a unique gateway that empowers individuals and organizations through an informed decision when selecting among a wealth of SDG-related learning products and services that are currently available.

Key Functions include:

- Assist in the content development for UN SDG:Learn and the promotion of UN SDG:Learn across different communication channels, including social media, and developing podcast episodes;
- Assist in organizing working group meetings for UN SDG:Learn and support the delivery of work packages as agreed in the working groups;
- Assist in the design and content development of online courses, e-learning modules, and virtual events on sustainable development and related learning offerings, using authoring tools;
- Carry out research and develop case studies in the subject matter area as required;
- Provide online support to online and virtual courses in terms of setting up and hosting Zoom meetings, creating break-out rooms, and preparing learning spaces on remote learning platforms, such as Mural, Miro, Jamboard, Padlet or other;
- Support the planning, internal coordination, marketing and communication of activities;
- Maintaining records and ensuring proper filing systems are in place;

Qualifications required

Education:

Bachelor's degree in Social and Political Sciences, International Development, International Relations, Environmental Science, Educational Studies, or other related areas;

Other skills and competencies:

Excellent English skills (written and spoken); Ability to use Microsoft Office and video conferencing tools; Ability to learn and get familiar with new technologies fast; 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; Knowledge of additional UN languages 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

Please apply through the online form available at <https://unssc.org/about-unssc/employment-opportunities/>

Date of issuance: 09 November 2021