



Vacancy No: IC/004/2021
Post Title: Individual Consultant
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Home-based initially, if conditions allow, Bonn (Germany)
Duration: Until 31 December 2021 (renewable, subject to funding)
Deadline for applications: 14 March 2021

UNSSC provides a work environment that reflects the core values of integrity, professionalism and respect for diversity. We strongly encourage qualified women and candidates from developing countries to apply.

Organizational context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The UNSSC Knowledge Centre for Sustainable Development is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the 2030 Agenda for sustainable development 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 through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

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

Terms of reference:

With direct supervision from the KCSD Head of Office or under the delegated authority of a Learning Portfolio Manager or Associate Fellow, the Individual Consultant will assist with the following key functions:

- Use technical expertise to improve workflows and processes related to learning technologies and their integration with administrative systems.
- Collaborate with ICT colleagues and software providers to find solutions for, and develop the potential of, core online learning platforms.
- Ensure colleagues remain informed of licensed learning technologies and their capabilities, including core online learning platforms and integrated tools.



- Provide ongoing professional support through documentation and training sessions that help colleagues to maximize their usage of available learning technologies.
- Provide substantive input and support for e-learning programme design, development, coordination and evaluation functions, including the identification and review of emerging issues and trends, conducting learning needs assessments, impact evaluations, as well as research activities and studies.
- Work with key clients, partners and resource persons to design, develop, implement and evaluate assigned e-learning programmes and knowledge management projects.
- Collaborate with subject experts to develop and/or repurpose learning resources, from ideation and wireframing, through to authoring and implementation, using a variety of content types that promote an engaging learning experience.
- Develop assessment opportunities that keep learners informed of their progress, whilst aligning with learning objectives; explores possibilities for innovation in assessment afforded by, for example, gamification and simulation.
- Ensure the quality and accuracy of online courses by reviewing and editing modules, websites, documents, and learning management platforms for pedagogical quality and effectiveness.
- Monitor and analyze programme/project data; reviews relevant documents and system reports; identifies issues to be addressed and recommends corrective actions; liaises with relevant parties; tracks and follows up on assigned actions.
- Assist in facilitating learning sessions and knowledge exchange in the form of workshops, online courses, webinars, podcasts, blogs, retreats and other formal and informal activities.
- Carry out basic research on selected aspects of learning programmes, delivery methods and other aspects connected to learning processes and activities, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Participate in survey initiatives; assists with design of data collection tools; issues data collection tools; reviews, analyzes and interprets responses; identifies problems/issues and prepares preliminary conclusions.
- Contribute to the preparation of various written outputs, e.g. background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provide support to consultations, meetings and conferences; proposes agenda topics; identifies potential participants; prepares associated documents and presentations; handles logistics, etc.
- Undertake outreach, marketing and communications activities; participates in the development of communications and marketing pieces; participates in and makes presentations on assigned topics/activities.
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc).
- Assist with administrative support, data collection, etc.
- Assist the Knowledge Center for Sustainable Development in its activities, by performing other duties as required.



Qualifications required

Education:

Essential

- A first-level university degree in instructional design, educational technology, adult learning, information technology, computer science, or a related field.

Desirable

- A solid understanding of sustainable development and Agenda 2030.

Experience:

Essential

- A minimum of two years progressively responsible experience in online course development (including content creation), curriculum design, instructional design, or a related area.
- An excellent working knowledge of learning management systems such as Moodle, including systems administration and integration experience.
- Advanced IT skills.
- Familiarity with using e-learning authoring tools such as, but not limited to, Articulate products (e.g. Storyline), Adobe Creative Cloud and audio/video editing tools.

Desirable

- Previous work experience within the UN System.
- Knowledge of programming languages (e.g. PHP, JavaScript)
- Experience of setting up and maintaining virtual communities of practice.

Languages:

Essential

- Fluency in oral and written English.

Desirable

- Ability to work professionally in other official UN languages.

Other skills and competencies:

Professionalism: Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.

Communication: Excellent written and spoken communication skills.

Teamwork: Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside the organization.

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 concise motivation letter explaining why you consider yourself qualified for this position.