



UNITED NATIONS
SYSTEM
STAFF COLLEGE

Vacancy No:	AF/001/2022
Post Title:	Associate Fellow
Organizational Unit:	UNSSC Directorate
Duty Station:	Turin, Italy
Duration:	until 31 December 2022, extendable
Deadline for applications:	08 March 2022

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 Directorate oversees the programmatic work of the UNSSC, advancing system wide knowledge on the 2030 Agenda for sustainable development, sustaining peace, and management reform through its programme units.

This position is located in the UNSSC Directorate and is based in Turin, Italy. The Associate Fellow will report to the UNSSC Director. The incumbent is expected to provide substantive support on strategic initiatives. In particular, the incumbent will work on strengthening current and future academic partnerships and on improving internal planning and monitoring processes.

Terms of reference:

1. **Supporting Academic Partnerships (50%)** – reporting to the Learning Portfolio Manager in charge of academic partnerships. This includes:

Knowledge Management and support to learning formats:

- Support and contribute to the development of knowledge products (primers, videos, case studies, etc.) related to the academic programmes and their respective academic content;
- Assist in the design and development of the physical site visit for students to Geneva or other UN locations, or to the design of an online equivalent learning journey through a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Support planning, internal coordination, marketing and communication of joint programmes;
- Create, edit, and manage content published on the collaboration, or specific substantive subsets thereof, in UNSSC online learning environments;
- Organise and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Support designing and conducting surveys such as learning needs assessments and course evaluations, and present analysis based on survey results;
- Identify and liaise with faculty, speakers and partners;
- Create audio-visual content for e-learning activities, as necessary;
- Prepare and implement programme promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks; and contribute to post-production;
- Respond to queries related to joint programmes.

Administration and management of joint learning programmes:

- Liaise with the academic counterparts and students on specific assignments or updates as requested;
- Maintain and organise files, overviews, task lists and tracking tables on the status of the programme and provide briefs as required;
- Draft concepts, syllabi and budgets for components of the joint programmes for review;
- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements.
- Provide assistance in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Provide assistance in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of joint activities;
- Cooperate with internal administrative units.

2. **Supporting Internal planning and monitoring processes (50%)** - reporting to the Programme Management Officer, Directorate. This includes:

- Contribute to the development of tools and processes to improve UNSSC Strategic Planning, including its efficient monitoring;
- Support the coordination and follow-up of corporate change management and business improvement processes;
- Research, analyze and present information gathered from diverse sources on assigned topics/issues;
- Prepare background papers and documentation in preparation of meetings and events; take minutes of meetings and monitor follow-up actions;
- Carry out other related tasks as may be directed.

Qualifications required

Education

Advanced university degree (Master's degree or equivalent degree) in social sciences, business administration, management, economics or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

At least 3 years of relevant professional experience. Previous work experience in the UN system is an asset.

Languages

English is required; knowledge of Spanish or another UN language is an asset.

Other skills and competencies:

Professionalism: Understanding of programme management methodologies related to strategic planning and monitoring, including results-based management. Solid understanding of the concept of sustainable development and the 2030 Agenda. Ability to effectively deal with stress during heavy workload periods. Ability to plan, organise, implement and report on work. Critical thinking and ability to adapt.

Communication: Excellent written and spoken communication skill.

Technological Awareness: IT fluency, knowledge of basic audio visual tools and minimum knowledge about learning management systems.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organisation.

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; and

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