



UNITED NATIONS  
SYSTEM  
STAFF COLLEGE

<b>Vacancy No:</b>	<b>VA/UNSSC/010/2022</b>
<b>Post Title:</b>	<b>Associate Learning Officer – instructional design and e-learning, P2 (Temporary appointment)</b>
<b>Organizational Unit:</b>	<b>UNSSC Knowledge Centre for Sustainable Development</b>
<b>Duty Station:</b>	<b>Bonn, Germany</b>
<b>Duration:</b>	<b>364 days</b>
<b>Deadline for applications:</b>	<b>03 April 2022</b>

**The UNSSC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply**

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### **Organizational Context**

With its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), the Staff College is a centre of excellence for training and knowledge management of the UN system. Each year, we offer learning initiatives that reach over 10,000 beneficiaries through residential courses, distance-learning, strategic exchanges and seminars.

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 and stakeholders 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 at the regional and country levels. The UNSSC Knowledge Centre for Sustainable Development, based in Bonn, Germany, is an integral part of the United Nations System Staff College tasked to provide support to the UN system and stakeholders in implementing the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change through learning, training and knowledge management.

The UNSSC Knowledge Centre for Sustainable Development 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.

### **Responsibilities:**

Under the supervision of the Head of Office at the UNSSC Knowledge Centre for Sustainable Development, with guidance from the Learning Portfolio Managers, the Associate Learning Officer will be responsible for the following duties:

- Working with key clients, partners and resource persons to contribute to learning programme design, development, coordination and evaluation functions.
- Using appropriate eLearning authoring tools, such as Articulate products, graphic design, audio and video editing software (e.g. Adobe Creative Cloud) to design, modify or re-design learning resources that are creative and engaging for learners.
- Developing and managing online learning resources and reference material delivered through customized learning environment course structures.
- Planning and monitoring programme/project development and implementation to ensure deliverables are produced to agreed timescales.
- Ensuring the quality and accuracy of online courses by reviewing modules, course descriptions, documents, and learning platforms to high pedagogical standards.
- Identifying issues that require attention and recommending solutions whilst tracking follow-up actions.
- Assisting in the facilitation of learning and teaching activities, including workshop delivery, webinars, retreats and other formal and informal events.
- Carrying out research on emerging trends, reviewing relevant documents and reports and keeping abreast of topics related to learning and instructional design.
- Engaging with software providers and developers to explore new solutions for online learning and refresh the suite of tools available to colleagues, whilst maximizing the potential of existing technologies.
- Participating in data collection initiatives such as the design and issue of surveys, learning needs assessments, impact evaluations, programme reviews and the preparation of preliminary conclusions.
- Contributing to various written outputs such as background papers, analytical reports, studies, blog articles, publications, etc.
- Providing administrative, technical, and substantive support to consultations, meetings and conferences.
- Undertaking outreach, marketing and communications activities such as the development of materials and delivery of role-related presentations in the promotion of the College's work.
- Contributing to Knowledge Management processes for internal and external use.

Perform other related duties, as assigned.

## Competencies:

**Professionalism:** Solid understanding of adult learning and training theories, concepts, methodologies and approaches; practical experience in project/programme management; knowledge and experience in instructional design and capacity development, good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field;

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## Required Skills and Experience:

### **Education:**

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

### **Experience:**

A minimum of two years of progressively responsible experience in project/programme management in the field of learning and training, knowledge management, or a related area. Demonstrable experience of eLearning authoring tools such as Articulate, graphic design, audio and video editing tools (e.g. Adobe Creative Cloud).

Solid experience in relating with external and internal clients, partners and stakeholders is required.  
Experience in providing capacity development support in the United Nations or an international organization is desirable.

**Language:**

Fluency in English is required. Knowledge of another UN official language is an asset.

**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>