



UNITED NATIONS
SYSTEM
STAFF COLLEGE

Vacancy No:	VA/UNSSC/011/2022
Post Title:	Associate Learning Officer – Partnerships and Digital Transformation, P2 (Temporary appointment)
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany
Duration:	364 days
Deadline for applications:	03 April 2022

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

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 a Learning Portfolio Manager in the UNSSC Knowledge Centre for Sustainable Development, and with a focus on Partnerships, Circular Economy and Digital Transformation the Associate Learning Officer will support the KCSD Economics, Finance and Stakeholder Engagement Portfolio. In particular, she/he will proactively coordinate and support courses and offerings in the areas of circular economy, partnerships and digital transformation. This includes, but is not limited to, the following courses and learning formats:

- The Unleashing the power of the private sector online course
- The Circular Economy online course and related offerings
- Course offerings in the space of digital transformation for sustainable development

In addition, he/she will work alongside the Learning Portfolio Manager to ensure oversight and coordination within the Circular Economy and Digital Transformation portfolio of offerings with regards to overall deliverables, development of new offerings, workload distribution among team members, monitoring of substantive developments for the team to be aware of and other duties, thus contributing to a cohesive and coordinated team approach to the overall portfolio workplan.

In light of the above, in particular, she/he will perform the following duties:

- Working with key clients, partners and resource persons to contribute to learning programme design, development, coordination and evaluation functions
- Contributing to the synchronous and asynchronous delivery of selected learning programmes (see above)
- Contributing to Knowledge Management processes for internal and external use,

Perform other related duties, as assigned.

Competencies:

Professionalism: Solid understanding of the concept of sustainable development, 2030 Agenda, and the sustainable development goals; 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:

- Advanced degree in political science, public policy, law, economics or equivalent relevant field.

Experience:

- At least 2 years of relevant experience in the area of learning for sustainable development. At least 2 years' experience in the development of learning offerings on partnerships, digital transformations and related areas.
- Proven work experience in instructional design, online course creation and experience in facilitating courses in online and face to face environments for UN and non UN audiences.
- Familiarity with the UN Development System. A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development goals and ability to apply sustainable development concepts and approaches in the design of learning products.

Language:

Excellent knowledge of English and at least one other official UN language is considered an important 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; and

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