Vacancy No:	**VA/UNSSC/013/2022**
Post Title:	**Learning Portfolio Manager, P4**
Organizational Unit:	**UNSSC Peace and Security Hub and UNSSC Knowledge Centre for Leadership and Management (50/50)**
Duty Station:	**Turin, Italy**
Duration:	**1 year, extendable**
Deadline for applications:	**07 May 2022**

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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Organizational context:

The UN System Staff College, with its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), is the learning institution of and for UN staff and partner organizations. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system drive sustainable change and results in line with the 2030 Agenda, the norms and principles of the United Nations in a continuously evolving and complex world.

In 2021 UNSSC provided learning opportunities to nearly 20,000 students from the UN, governments, NGOs, and the private sector. With over 150 courses per year, and other learning opportunities such as conferences, workshops, we focus on three main areas of the UN operation: peace and security, sustainable development, and the reform of the UN system.

UNSSC programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

UNSSC's Peace and Security Hub

UNSSC's Peace and Security Hub provides inclusive, high-quality learning solutions which strengthen the UN's ability to work across pillars to prevent and mitigate conflict, to build resilient societies and to contribute meaningfully to sustainable peace. The hub equips UN staff and partners to filter programming through the lens of sustaining peace by strengthening analytical capacities and skills. Their work is geared towards ensuring more coordinated, coherent, and integrated efforts to prevent violence, end conflict, and mitigate fragility. It supports shifts in UN practice towards inclusivity, offering visibility and legitimacy to a broader range of peace actors. In partnership with leading think tanks and academia, it brokers knowledge on thematic issues such as youth, peace and security. It is working to expand skills and knowledge on adapting climate sensitive approaches to peacebuilding.

UNSSC's Knowledge Centre for Leadership and Management (KCLM)

UNSSC's Knowledge Centre for Leadership and Management (KCLM) contributes to forging a common UN leadership and management culture for the 2030 Agenda. KCLM supports excellence in leadership and management through a robust range of learning solutions and services for leadership development, change management and innovation, all aligned with and building on the UN System Leadership Framework approved by the UN System Chief Executives Board (CEB) for Coordination.
The Centre has extensive experience working with UN organizations and partners, and offers a unique combination of individual learning offerings, customized cohort-based learning solutions, assessment tools and research initiatives.
KCLM also offers advisory services in change management and organizational development, mentoring and coaching services, and innovation management tools. effective learning environments that strengthen their internal capabilities.

Responsibilities

Reporting to both the Senior Manager of the Peace and Security hub, and the Senior Manager of the Knowledge Centre for Leadership and Management, the Learning Portfolio Manager is responsible and accountable for a diversified and multidisciplinary portfolio of specific face-to-face, blended and e-learning projects and knowledge services in areas related to both safety and security, as well as leadership and management.

Specific duties and responsibilities of the Learning Portfolio Manager include:

1. Curate a portfolio of knowledge and learning services in the area of Safety and Security

- Design, develop, deliver and evaluate learning projects, field-based

simulation exercises and knowledge management activities pertaining to the areas of safety and security, or other aspects related to operational excellence.

- At the request of clients, design comprehensive blended and/or e-learning programmes to strengthen security and safety capacity building efforts for UN staff.

- Supervise the management of the certificates database and ensure record accuracy.

- Manage the global Trainer Development Certification and SSAFE trainers' database, including records management and ensuring data accuracy for reporting.

- Serve as subject matter expert, facilitator and/or tutor for UNSSC learning activities including facilitation of field-based exercises with military counterparts.

- Manage relations and communications with the Italian Armed Forces, UN partner organizations, project counterparts, instructional designers, technical developers and subject matter experts.

2. Curate a portfolio of knowledge and learning services related to Leadership and Management

- Curate, coordinate, design, develop, deliver and evaluate a set of learning projects and services on behalf of the Knowledge Centre for Leadership and Management, with a particular emphasis in UNSSC offerings that focus on leadership and management aspects underpinning operational excellence in the UN system.

- Act as focal point and collaborate with UNSSC clients to analyse the scope, and lead the design, development, implementation, and evaluation of on-demand learning interventions, particularly in relation to leadership and management aspects underpinning operational excellence. As required, set-up and oversee external teams to provide direct support services to UNSSC clients in the context of institutional collaboration agreements.

- Develop solution proposals and project documents for new and on-demand knowledge and learning interventions, including a detailed programme and financial component as required. Ensure all programmatic requirements are met, processes are followed and internal and external reporting is met.

3. Promote a culture of excellence in learning and training management

- Provide project management and quality assurance for knowledge and learning initiatives included in the portfolio, effectively managing the full life cycle of learning projects and activities; interfacing between clients, SMEs and project teams; ensuring proper planning, coordination, information flow and allocation of resources; etc.

- Promote and support adoption of data-driven and user-centred design

and learning approaches, to enhance the effectiveness of learning and training interventions in general, and in the assigned portfolio in particular.

- Compile and disseminate authoritative examples and case studies of the successful application of adult learning theories and tools in relevant UN leadership, learning and organizational development contexts, to support progressive adoption of such methods.

- Advise on evaluation methods, monitor and assess the effectiveness of activities and initiatives in the assigned portfolio, communicating results to UNSSC and external stakeholders regularly. Contribute to the implementation of UNSSC's data-collection policies and coordinate with UNSSC's lead on data analysis and evaluation to ensure practice is aligned to corporate requirements and guidance.

- Keep abreast of best practices in the field of learning, training and technology enhanced learning.

- Coordinate and collaborate with in-house educational technology specialists, including the Chief Instructional Designer and Digital Learning Specialist, to test and analyse applications of available and emerging educational technologies; and advise on their use in an instructional environment in general, and in relation to the assigned portfolio in particular.

- As necessary, serve as Subject Matter Expert (SME), facilitator and/or faculty for UNSSC learning activities, particularly in the areas of safety and security, leadership, management, evaluation, and operational excellence.

4. Manage financial and human resources

- Lead and manage agile project teams established to support activities within the assigned learning portfolios, including supervision and recruitment (as required) of project personnel and consultants.

- Support the team's resource mobilization efforts, while monitoring financial status of projects and activities to ensure their financial sustainability and alignment to expected performance targets.

- Contribute to in-house staff development and capacity-building opportunities in the field of learning management and evaluation, through a variety of informal, formal and on-the-job learning opportunities.

5. Seek and promote partnership opportunities

- Manage and cultivate relations and communications with clients, partners, project counterparts, instructional designers, technical developers, faculty and subject matter experts.

- Participate in inter-agency meetings and working groups to exchange information and collaborate on safety and security matters, as well as other relevant substantive areas included in the assigned portfolio.

- Propose and follow up on partnership opportunities, including new ventures.

- Lead and manage strategic outreach and engagement initiatives in

relation to safety and security, and leadership and management learning activities, particularly in the field of operational efficiency, including marketing, publicity and communications actions for courses and learning events as required.

- Facilitate collaboration across UNSSC teams, by identifying potential opportunities for co-creation, co-delivery and joint resource mobilization through courses, products, and events; as well as providing direct support to related UNSSC learning activities outside of the regular portfolio.

6. **Perform other duties as required.**

Competencies:

Professionalism: An in-depth knowledge of learning and knowledge processes, including e-learning tools and applications. Knowledge of UN security and safety policies, procedures and existing trainings. Expertise in the management of complex databases. Expertise in learning and training evaluation. Expertise in project management and instructional design in the field of e-learning, particularly in areas related to leadership, management, core professional skills, and operational excellence at HQ and field operations.

Planning and Organizing: Good organization and co-ordination skills to plan and execute actions in response to changing needs; Ability to advise on issues and priorities related to the team's activities, and to take responsive initiatives. Ability to organize and delegate work and to supervise staff. Ability to design and manage projects effectively.

Partnering: Ability to establish and maintain strategic partnerships with a wide range of stakeholders within and outside the organization, identify clients' needs and offer innovative solutions to meet them, and work collaboratively with colleagues to achieve organizational goals.

Communication: Proven ability to speak and write clearly and effectively; ability to tailor language, tone, style and format to match audience; ability to listen to others, correctly interpret messages from others and respond appropriately. Proven ability to write proposals, reports, evaluations, etc. in a clear and concise manner. Ability to communicate and make effective oral presentations.

Teamwork: Ability to establish and maintain effective working relations with colleagues and partners with sensitivity and respect for diversity; demonstrated ability to work collaboratively with colleagues to achieve organizational goals and to place team agenda before personal agenda.

Technological Awareness: Experience using appropriate authoring software and tools for e-learning instructional design. Proven ability to keep abreast of advancements in available technologies for learning and evaluation; ability to understand opportunities and limitations inherent to using such technologies in a multicultural learning environment.

Commitment to continuous learning: Willingness to develop oneself professionally and personally; willingness and ability to contribute to the learning of colleagues and subordinates; willingness to learn from others; ability and willingness to seek feedback to learn and improve.

Education:

Advanced University degree (Masters degree or equivalent) in political science, security studies, peace and conflict studies, adult learning, instructional design or related social sciences. A first level degree with a relevant combination of academic qualifications and experience may be considered in lieu of the advanced University degree.

Work Experience:

Minimum seven years of professional experience in a related area, five years of which should ideally have been in the UN system. Experience in security training and experience with UN security management system would be an advantage. Experience addressing knowledge and learning needs of UN personnel in relation to management and operational effectiveness in HQ and field duty stations an advantage.

Languages:

Fluency in English. Ability to deliver training in another UN language is an asset. Ability to communicate in Italian is 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; and

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