



UNITED NATIONS  
SYSTEM  
STAFF COLLEGE

<b>Vacancy No:</b>	<b>AF/007/2022</b>
<b>Post Title:</b>	<b>Associate Fellow</b>
<b>Organizational Unit:</b>	<b>UNSSC Peace and Security Hub</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>until 31 December 2022 - extendable</b>
<b>Deadline for applications:</b>	<b>26 September 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**

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, some residential in Turin and Bonn, UN Headquarters as well as in the field, while others solely virtually. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The Peace and Security team supports UN staff and partners to implement the Sustaining Peace agenda and works with UN staff and partners to strengthen their ability to operate in complex environments. The portfolio of the Peace and Security team currently focuses on the following areas: from analysis to action; climate security; youth; women peace and security, counter-terrorism; and safety and security, with different projects and learning activities offered in each area, both online and face-to-face. The training offer includes either open-enrolment courses or customised products, designed and delivered at the request of implementing partners or funding entities.

### **Responsibilities:**

Under the supervision of the Senior Manager, Peace and Security team, and the direct supervision of the Learning Portfolio Manager, the Associate Fellow will be responsible for, but not limited to, the following tasks to support the Peace and Security team:

- Provide full administrative and logistical support for the preparation of training activities including responding to incoming communications, contacting participants and resource persons, drafting and word processing reports and communications either on own initiative or on instruction from team members;
- Assist in planning for workshops, including preparation of course material, attendance lists and agenda, correspondence with participants and any follow-up action.
- Make sure data are inputted timely and correctly into UNSSC Customer Relationship Management system.
- Assist in organizing and facilitating learning sessions and knowledge processes during workshops, online learning activities, webinars, retreats and other formal and informal learning processes and events as needed;
- Support the learning portfolio managers in the development of online modules through 360 articulate rise and subsequent integration into UNSSC learning platforms.
- Monitor online courses and help solve any technical problems that participants may encounter;
- Support the learning portfolio managers with the development of interactive elements (quiz, polls, games etc.) by using a variety of tools/software applications (e.g. slido, mentimeter, padlet, mural, genially, manycam, vimeo etc.)
- Undertake outreach, marketing and communications activities; participate in the development of communications and marketing pieces, etc.; participate in and make presentations on assigned topics/activities.
- Manage the virtual classrooms (webinars; virtual face-to-face trainings; design meetings) during online events.
- Assist the Peace and Security Team in its activities, by performing other related duties as required.

## Results Expected

Provide timely and effective administrative and logistical support, as well as assistance in coordinating the design, development, implementation and evaluation of learning activities and products within the respective projects.

## Required Skills and Experience

### Education:

A first-level university degree, preferably in business administration, management, adult learning, public administration, online technological skills, or relevant peace and security field.

### Work Experience:

At least 2 years of relevant professional experience in administrative related duties preferably within the United Nations context.

### Languages:

Fluency in written and oral English is required. Ability to work professionally in another UN language is desirable. Knowledge of French, Arabic or Italian is an asset.

### Other Skills:

Solid technological skills. Good negotiation and communication skills, a task- and

result-oriented approach and ability to prioritize tasks and organize work. Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

### Competencies:

**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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Technological Awareness:** Keeps abreast of available learning and technology; understands applicability and limitation of technology to enhance learning; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

### 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>