

Individual Contractor, Project Manager -

Vacancy No:	IC/002/2022
Post Title and Level:	Individual Contractor – Project Manager
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management
Duty Station:	Home-Based
Duration:	80 days starting on 01 October 2022 - extension subject to availability of funds and satisfactory performance
Deadline for Application:	15 September 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.

Organization Context:

The UN System Staff College is the learning institution of reference for UN staff. 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 deliver for the 2030 Agenda.

In fall 2017, the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core

professional, management and leadership skills in line with the UN System Leadership Framework.

The UN Lab for Organisational Change and Knowledge (UNLOCK) is a UNSSC project carried out by the KCLM. The UNLOCK initiative provides capacity development for UN staff in the area of change through learning programmes and case studies, offering advisory services on organisational transformation and culture change. The UNLOCK initiative serves as a convener for UN change managers across the UN system and creates learning loops for people to better lead change. It provides thought-leadership around change management in inter-agency settings. UNSSC personnel supporting the UNLOCK project are based in Bonn and Turin.

Responsibilities

Under the supervision of the Learning Portfolio Manager, Change Management Specialist of UNLOCK the Project Manager will be responsible for the following duties:

- Collaborate with the Learning Portfolio Manager to provide overall portfolio project management for UNLOCK team;
 - Map and track all UNLOCK projects and work together to develop a plan for internal resource allocation and coordination
 - Propose agenda topics, and coordinate internal meetings
 - Track UNLOCK contracts and budget status for each project
- Provide substantive project management support to designated projects to ensure projects are delivered on-time and within budget;
 - Coordinate project meetings, internal resources and consultants
 - Propose agenda topics, preparing project scheduling and plans to track progress
 - Prepare project budgets, and consultant contracts, collaborating with operations and finance personnel
- Undertake monitoring, evaluation, and capture lessons learned for assigned UNLOCK projects.
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, and programme evaluations.
- Assist in scoping conversations for new projects. Draft new project proposals.

Perform other related duties, as assigned.

Competencies:

Professionalism: Proven project management abilities. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; remains calm in stressful situations.

Planning and Organising: Sets clearly defined objectives; identifies and mobilises resources; creates and manages timelines; coordinates activities and efforts of internal and external stakeholders; makes contingency plans; monitors progress against strategies; takes account of changing plans while continuing to coordinate efforts effectively.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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. Demonstrates good consulting skills, particularly to scope needs.

Required Skills and Experience:

The position requires:

Education: A relevant postgraduate qualification in social sciences, development studies, adult learning, business administration, management, economics, or a related field. A certificate in project management is an asset.

Experience: At least 2 years of progressively responsible experience in project/programme management in the field of learning and training, knowledge management, management consulting, or a related area.

Previous project management experience and previous working experience in the UN System is an asset.

Proficiency in the usage of office software packages (MS Word, Excel, Power Point, etc.) knowledge of other software packages for learning and development (Moodle, Mural, Zoom, etc.) an advantage.

Language: Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

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>