



UNITED NATIONS  
SYSTEM  
STAFF COLLEGE

<b>Vacancy No:</b>	<b>AF/010/2022</b>
<b>Post Title:</b>	<b>Associate Fellow (Junior profile)</b>
<b>Organizational Unit:</b>	<b>Knowledge Centre for Leadership and Management – Change management</b>
<b>Duty Station:</b>	<b>Bonn, Germany</b>
<b>Duration:</b>	<b>until 31 December 2023 - extendable</b>
<b>Deadline for applications:</b>	<b>24 December 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 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, Turin and New York.

### **Terms of reference:**

Under the supervision of a Learning Portfolio Manager, Change Specialist and the UNLOCK Coordinator in the UNSSC Knowledge Centre for Leadership and Management (KCLM), the Associate will be responsible for the following duties:

1. Assist in the development and distribution of learning and reference material through web-based learning environments. Maintaining and updating online courses;
  - Set up learning material on in the UNSSC online learning environments (Moodle)
  - Prepare mural boards
  - Prepare online engagement activities such as polls
2. Assist in the course coordination, scheduling of consultants' inputs, webinar preparations and drafting of course communications;
3. Provide hosting support for web-based learning interventions and moderate web-based learning environments
4. Assist in facilitating learning session and knowledge processes; including:
  - Web-based learning activities
  - Formal and informal learning processes and events
5. Undertake monitoring, evaluation, and quality assurance processes for UNLOCK products to gather evidence of impact and feed into continued service and product design and improvement processes, including contributing to questionnaire and survey design.
6. Contribute to the preparation and review of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
7. Support community outreach through drafting social media post or video creation.
8. Provide administrative and substantive support to consultative and other meetings, workshops, conferences, etc.

## Other duties as assigned

### Qualifications required

As such, the profile under consideration consists of a combination of the following requirements:

- Bachelor Degree or equivalent first level degree in international development, international relations, management, business management, innovation, analytics, education or a related field;
- Up-to-date knowledge of monitoring and evaluation issues;
- Proven interest in change management;
- Ability to meet deadlines;
- Superb written and oral communication skills;
- Proficiency (written and oral) in English;
- Flexible and adaptive, with a collaborative working style and “can-do” attitude;
- Ability to work both independently and in a team
- Relevant working experience in digital media and communications would be an advantage.
- Experience using Zoom, Microsoft teams, Moodle and Mural and curiosity to stay abreast with online learning

### Competencies:

**Professionalism:** Strong skills in academic research; writing; and an ability to effectively deal with stress during heavy workload periods;

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and demonstrates openness in sharing information and keeping people informed.

**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.

**Technological Awareness:** Knowledge and experience of learning management systems and content authoring software. Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use new programmes (Zoom, Teams, Moodle, Mural, Rise etc.)

### 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

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