



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No: INT_011_2022 (various positions)
Post Title: Intern - Digital Learning
Organizational Unit: Knowledge Centre for Leadership and Management
Duty Station: Home-based
Duration: 6 months
Deadline for applications: 02 January 2023

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:

The Knowledge Centre for Leadership and Management (KCLM) is one of the Programme Teams in the UNSSC, seeking to offer UN system organizations and staff innovative and cost-effective solutions to support staff development and increase learning, management, leadership and communication competencies, and organizational capabilities. To this end, KCLM focuses on the application of technology and innovation to learning and knowledge management, fosters peer learning and offers UN personnel a broad portfolio of courses and on-demand services on core skills and management competencies.

Terms of reference:

UNSSC's KCLM is seeking an intern to join the dynamic team that designs, develops, implements and evaluates leadership and management training programmes for UN middle and senior managers.

The selected intern will apply her/his skills in instructional design and educational technology, and gain understanding of the UN work and the development of learning programmes for the UN audience. The incumbent will report to the Learning Portfolio Manager and contribute to the design, development and coordination of these learning programmes.

Specifically, the intern will be responsible for, but not limited to, the following:

1. Participate in the design of digital products;
2. Assist resource persons on how to use technology and better conduct online courses;
3. Publish and update content on UNSSC learning platform (Moodle);
4. Explore and test new tools to extend the features of Moodle;
5. Collect and analyse learning analytics, compile and visualize data on participants' activities and feedback;
6. Support in webinars delivery while coordinating with professors and content experts;
7. Assist with administrative tasks as required;
8. Any other duties as assigned by the supervisor.

Qualifications required

Education

Applicants can be considered if they meet one of the following:

- ✓ Are enrolled in a Master's or in a Ph.D. programme; or
- ✓ Are enrolled in the final year of a Bachelor's programme; or
- ✓ Are within one year after graduation from a Bachelor's, Master's or Ph.D. programme in instructional design, educational technology, adult education, communication, data visualization, media production or other related areas from an accredited college or university.

Experience

Previous work experience is not required. Previous experience in Moodle or other LMS as well as authoring tools (e.g. Articulate 360, Camtasia, Adobe Captivate, etc.) is an asset.

Portfolio or evidence of skills is highly desirable.

Languages

Fluency (written and oral) in English. Fluency in another UN official language is an asset.

Competencies:

Computer skills:

Excellent computer skills in the Microsoft Office suite. Familiarity with online learning and multimedia creation tools. Video editing experience is an asset.

Other skills and competencies:

- Ability to work effectively as part of a team.
- High motivation, with a desire to learn and grow professionally.
- Take initiatives and follow through a project independently.
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Ability to handle situations with diplomacy and tact.
- Ability to define and work to deadlines.

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
- For applicants who are currently enrolled in a degree programme, an endorsement from their University or Sponsoring Institution is required;
- A portfolio of previous work achievements related to your major field would be highly desirable, though not required. (e.g. video production samples, media coverage of projects, papers etc)

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

IMPORTANT:

Interns positions are home-based

1. SELECTION AND COMMENCEMENT:

Candidates for the Internship Programme are selected on a competitive basis. Only those candidates who meet the requirements of the position will be short-listed and interviewed. The candidates will be informed of the result of the selection process as soon as it is finalized.

2. COMPLETION OF THE PROGRAMME:

At the end of the internship period, a written evaluation of the intern's performance will be prepared and a meeting will be organized with the intern to provide feedback. Upon completion of the Internship programme the candidate will be provided with a certificate of attendance.

3. FINANCIAL ASPECTS:

Interns who are not financially supported by other institutions shall receive a stipend from UNSSC intended to assist in covering basic subsistence costs. **The monthly amount of the stipend is fixed at 450€.** No other payment of any kind shall be made to an intern by UNSSC in connection with an internship agreement.

4. FURTHER CAREER OPPORTUNITIES:

The interns shall not be considered in any respect as being a staff member of UNSSC and shall not accrue benefits. In this regard, assignments under the Internship Programme do not carry expectation of conversion to any other type of contract or appointment in any activity of the UNSSC.

Interns may not apply for or be appointed to any position in the Professional or above categories during the period of their internship and for the six months immediately following the expiration date thereof.