

Vacancy No: **VA/UNSSC/020/2022**
Post Title: **Learning Portfolio Manager, P4**
Organizational Unit: **Knowledge Centre for Sustainable Development**
Duty Station: **Bonn, Germany**
Duration: **1 year; extensions are subject to satisfactory performance and availability of funds**
Deadline for applications: **15 January 2023**

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.

Organizational Context:

With its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), the Staff College is a centre of excellence for training and knowledge management within the UN system. Each year, we offer learning initiatives that reach over 10,000 beneficiaries through residential courses, distance-learning, strategic exchanges and seminars.

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 and stakeholders with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as at the regional and country levels. The UNSSC Knowledge Centre for Sustainable Development, based in Bonn, Germany, is an integral part of the United Nations System Staff College tasked to provide support to the UN

Headquarters:

*Viale Maestri del Lavoro 10,
10127 Turin - Italy*

Knowledge Centre for

Sustainable Development:

*Haus Carstanjen
Martin-Luther-King-Straße 8
53175 Bonn - Germany*

system and stakeholders in implementing the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change through learning, training and knowledge management.

The UNSSC Knowledge Centre for Sustainable Development supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

Terms of reference:

Under the overall guidance and responsibility of the Head of Office, and reporting to him/her, the Learning Portfolio Manager will be responsible and accountable for the development of the portfolio (including human and financial resources) focused on substantive learning offerings in the area of Environment, Climate and Economic Transformations.

For the position, UNSSC is looking for learning and training professional who combines a thematic expertise in economics and sustainable development transformations with practical experience in developing and delivering learning offerings in areas bridging environmental sustainability and economics to a variety of stakeholders both within and outside the UN system.

The portfolio will, among others, focus on the design and delivery of learning products around climate change, climate transparency, circular economy and sustainable living, economic transformations for sustainable development and financing sustainable development. It will also build and deliver holistic learning bridging substantive knowledge on sustainable development with soft skills.

The incumbent will be responsible for the following functions:

Learning and training

- Coordinate, design, develop, deliver and evaluate a set of learning projects and services on behalf of the Knowledge Centre for Sustainable Development, with a particular emphasis on UNSSC offerings that focus on environment, climate and economic transformations for sustainable development.
- Serve as subject matter expert, facilitator and/or tutor for UNSSC learning activities in the areas of environment, climate and economy transformation as well as relevant cutting-edge conceptual approaches and tools.
- Manage relations and communications as required with other UN partner organizations as well as external stakeholders.
- 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, in the areas of environment, climate and

economic transformation. As required, set-up and oversee external teams to provide direct support services to UNSSC clients in the context of institutional collaboration agreements.

- Ensure quality assurance of courses, events and products as assessed by end users, i.e. participants and clients, partners, and donors. 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.
- Stay abreast of research and policy developments in the focus areas, in terms of thematic expertise as well as relevant cutting-edge conceptual approaches and tools, from UN organisations as well as external thought leaders.

Manage financial and human resources

- Lead and manage agile project teams established to support activities within the assigned learning portfolio, 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 through a variety of informal, formal and on-the-job learning opportunities.

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 support partners efforts to build capacity on environment, climate and economic transformation and other relevant substantive areas internally and with key stakeholders.
- Propose and follow up on partnership opportunities, including new ventures as well as playing a strong advocacy role to position the UNSSC as a partner of choice for organisations within the UN in the relevant thematic areas;
- Lead and manage strategic outreach and engagement initiatives in relation to environment, climate and economic transformation 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 and with other Learning Portfolio Managers, 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.

Knowledge Management:

- Actively facilitate knowledge brokering and enhance the use of lessons learnt, best practices, and relevant knowledge products in learning and training for sustainable development;

Competencies

Professionalism: Knowledge and understanding of: economic transformations for sustainable development, circular economy, financing sustainable development, individual and systemic climate action approaches, climate transparency and reporting, behavioural approaches, foresight and futures thinking, systems thinking, theories, concepts and approaches directly relevant to training and learning activities. Practical experience in programme/project management and administration; good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.

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.

Collaboration and Teamwork: Establishes good relationships with all stakeholders; identifies and creates opportunities for internal and external partnerships; works with others to develop a collaborative vision and fosters commitment to teamwork; shows respect and sensitivity to differences in gender, culture, religious faith and ethnicity; manages conflict effectively, balancing collaborative approaches with assertion when necessary.

Communication: Good communication skills, including the ability to draft/edit blogs, podcasts, studies and other communications. Technology Awareness: Fully proficient computer skills and use of relevant learning design software.

Qualifications required

Education: Advanced degree in development economics, environmental economics or equivalent relevant field.

Experience: At least seven years of professional experience in capacity building in the areas of economics for sustainable development, three years of which should ideally have been in the context of an international organisation.

Experience with UN would be a significant advantage;

Demonstrated experience, knowledge and understanding of economic and environmental transformations for sustainable development and proven ability to translate that experience into relevant training and learning activities;

Excellent networking and interpersonal skills, including the ability to establish and maintain partnerships with representatives from government, international organisations, CSOs, academia and other partners for the purposes of learning and training

Languages: Excellent knowledge of English as well as accompanying presentation and communication skills. Knowledge of another UN language is an asset.

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>