

**Vacancy No:** **VA/UNSSC/021/2022**  
**Post Title:** **Learning Portfolio Manager, P4**  
**Organizational Unit:** **Knowledge Centre for Sustainable Development**  
**Duty Station:** **Turin, Italy**  
**Duration:** **1 year; extensions are subject to satisfactory performance and availability of funds**  
**Deadline for applications:** **15 January 2023**

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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.

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### **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

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

**Knowledge Centre for  
Sustainable Development:**  
*Haus Carstanjen  
Martin-Luther-King-Straße 8  
53175 Bonn - Germany*

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 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 is responsible and accountable for a diversified and multidisciplinary portfolio of specific face-to-face, blended and e-learning programs related to Communications for Sustainable Development; UN country programming and the empowerment of UN Country Teams and UN Agencies at country level.

For the position, UNSSC is looking for a learning and training professional with hands-on experience at country level with thematic expertise in communications and sustainable development programming. Practical experience in developing and delivering learning offerings to support UN staff, and partners, in the context of the ongoing repositioning of the UN Development System is essential.

### **The Learning Portfolio Manager will be required, among others, to fulfil the following tasks:**

#### Learning and training

- Coordinate, design, develop, deliver, and evaluate a set of learning projects and services on behalf of the UNSSC Knowledge Centre for Sustainable Development, with a particular focus on communications for sustainable development and UN country programming.
- Serve as subject matter expert, facilitator and/or tutor for UNSSC learning activities including facilitation of programmes targeting United Nations Country Teams and UN Resident Coordinator Office staff.

- Manage relations and communications as required with UN partner organizations, project counterparts, instructional designers, technical developers and subject matter experts.
- 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, particularly in relation to communications for sustainable development, and UN country programming.
- 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.
- Keep abreast of best practices in the field of learning, training and technology enhanced learning.
- Ensure quality assurance of courses, events and products as assessed by end users, i.e., participants and clients, partners, and donors;
- 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.

#### Seek and promote partnership opportunities

- Manage and cultivate relations and communications with clients, partners, project counterparts, instructional designers, technical developers, faculty members and

subject matter experts.

- Participate in inter-agency meetings and working groups to exchange information and collaborate on communications for sustainable development, UN country programming and RC system related matters, as well as other relevant substantive areas included in the assigned portfolio.
- Propose and follow up on partnership opportunities and play a strong advocacy role to position the UNSSC as a partner of choice.
- Facilitate and actively pursue collaboration across UNSSC 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 advocacy and communications structures within the UN as well as the latest UN country programming processes. Practical experience in facilitation, programme/project management and administration; 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 communications, political and/or social sciences, or equivalent relevant field.

**Experience:** At least seven years of professional experience in capacity building in the areas of UN country programming; communications for sustainable development and building/strengthening soft skills of multicultural teams. Three years of which should ideally have been in the context of an international organisation.

Experience supervising a team is desirable

Demonstrated experience, knowledge and understanding of UN structures and the UN Resident Coordinator system 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. Ability to deliver learning products in more than one UN language is considered a strong 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>