

Vacancy No:	VA/UNSSC/001/2023
Post Title:	Programme Assistant – Knowledge Networks, G5
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management
Duty Station:	Turin, Italy
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	15 February 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.

Organisational context

The United Nations System Staff College (UNSSC) is the UN's system-wide knowledge management and learning institution created by the General Assembly to fostering a cohesive management culture across the UN system. UNSSC's mission is to contribute to a more effective, results-oriented and agile UN through learning, training and knowledge dissemination. UNSSC is known for enabling the diverse staff of the UN system to learn together, share experiences, and formulate joint solutions to the challenges facing the UN. Beyond bringing together UN staff from across the system through its learning and training offerings, UNSSC's comparative advantage lies in its ability to provide an inter-agency perspective based on its wide and varied engagement with different entities within the UN system and beyond, hence fostering unique dialogue spaces in the spirit of multi-stakeholder collaboration. Its programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

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. KCLM is the largest team of learning specialists and professionals at UNSSC, committed to embodying the leadership principles and behaviours outlined in the UN System Leadership Framework in the way we work and learn together.

Job purpose: UNSSC, through its Knowledge Centre for Leadership and Management, has consolidated its reputation as a centre of excellence within the UN System in the areas of leadership, management and organizational development thanks to a rich portfolio of continuously growing innovative specialised programmes and services. As the variety of programmes and services offered through the KCLM programme portfolio increases, so does the need and complexity of leveraging programme-related activity on knowledge networks and social media to identify emerging needs and collaboration opportunities, foster partnerships, engage with learners and clients, and gather insight into how UNSSC is adding value and creating impact through leadership and management learning and knowledge sharing activities.

Responsibilities

Reporting to the Senior Manager, Knowledge Centre for Leadership and Management, and within delegated authority, the Programme Assistant for Knowledge Networks will provide programme support to the team in the following areas:

- **Administrative focal point responsible for monitoring and coordinating team activity on knowledge networks and social media**

Specific duties include:

- Monitoring activity in relevant knowledge networks and social media, to identify emerging needs and references to KCLM programme work.
- Contributing to informed decision-making by producing regularly trend reports summarising activity highlights and opportunities for Learning Portfolio Managers.

- As internal focal point for KCLM, performing social media response triage and facilitating engagement of additional team resources as required, in accordance with specific guidance developed jointly with UNSSC's corporate communications team.
 - Contribute to knowledge management activities and facilitate the team's effective participation in knowledge networks and social media discussions, through a variety of support activities, such as: compiling relevant testimonials, multimedia, and other communications-worthy assets; developing, in cooperation with UNSSC communications team, quick guides and job aids to improve posts in social media; identifying training and capacity building needs within the team, etc.
 - Providing administrative support to coordinating official social media campaigns on KCLM learning products and services with UNSSC communications team.
 - As administrative focal point on these matters, centralising administrative support to budgeting, procuring and engaging social media tools and third-party services related to KCLM programme portfolio, including soliciting and screening technical and financial offers.
 - Record relevant knowledge networks and social media activity in the CRM, and contribute to data harvesting and normalisation for analysis as required.
- **Administrative and logistic coordination of KCLM learning programmes**

Specific duties include liaising with internal and external organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions for:

 - recruitment and appointment of consultants
 - travel arrangements
 - identification of training venues
 - authorization of payments
 - disbursement of funds
 - procurement of training services
 - **Maintenance of business data repositories**

Specific duties include:

 - Compiling, summarizing and entering course information and data on activity completion and evaluation into UNSSC databases (CRM etc.)

- Processing enrolment requests and producing relevant reports and administrative information as required, using the designated CRM and enterprise resource planning systems.
 - Generating and drafting progress and evaluation reports as required
 - Identifying shortfalls in delivery, issues in training activity evaluations and presenting them to the attention of management.
 - Ensuring relevant institutional partners and contacts for KCLM activities are properly identified and associated in UNSSC databases (i.e. CRM, Atlas) for future reference.
- **Drafting and review of documents and correspondence**

Specific duties include:

 - Preparing logistical notes and reviewing a wide range of administrative documents, including information pieces to be disseminated through email and web environments to UNSSC clients and learners in relation to assigned KCLM activities; thus, ensuring completeness and compliance with relevant rules and procedures prior to submission for final approval and signature
 - Identifying inconsistencies, compiling input, introducing corrections as required and distributing documents to relevant parties upon approval
 - Drafting activity budgets in Open ERP as required
 - Drafting correspondence on contracting, partnerships, collaboration agreements and training-related issues
 - Preparing and updating periodic reports, briefing notes, logistical notes, graphic and statistical summaries, financial summaries etc.
 - **Providing support to face-to-face and online training activities**
 - Providing administrative and logistical support services on-site during residential courses, including room set-up and preparation of physical learning spaces, coordinating with internal and external providers as required.
 - Administering webinars as required, including: conducting test-runs with speakers; uploading session content and resources; communicating log-in processes to participants; delivering introductory sessions and providing technical support during webinar delivery to speakers and participants, including distribution of webinar recordings, surveys and relevant documents through Moodle and other relevant means.

Competencies

Professionalism:

In-depth knowledge of programme procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. 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; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:

Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others. 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; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability:

Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity:

Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation:

Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to Continuous Learning:

Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness:

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience

Education

Completion of secondary education /high school.

Work Experience

- At least 5 years of work experience in programme or project administration, technical cooperation or related area. Experience in an international environment, especially a working environment similar to UNSSC, is an asset;
- Proven experience in the administration of requirements for learning and training services, including administrative support and coordination of social media activity.

- User-level experience across various common web-based corporate management environments, including: Enterprise Resource Planning (ERP) systems such as Open-ERP and Atlas, Customer Relationship Management (CRM) platforms such as Salesforce, and Moodle Learning Management System (LMS).
- Ability to use Zoom and Mural.

Languages

- English is the official working language of the UNSSC. For the post advertised, fluency in oral and written English is required. Fluency in other official UN languages is an asset. Being able to communicate orally in Italian is an advantage.

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>