

<b>Vacancy No:</b>	<b>AF /003/2023</b>
<b>Post Title:</b>	<b>Associate Fellow – Executive Leadership and Systems Thinking</b>
<b>Organizational Unit:</b>	<b>UNSSC Knowledge Centre for Sustainable Development</b>
<b>Duty Station:</b>	<b>Bonn, Germany</b>
<b>Duration:</b>	<b>Until December 31<sup>st</sup> 2023 - extendable</b>
<b>Deadline for applications:</b>	<b>14 March 2023</b>

*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 United Nations System Staff College (UNSSC) is a centre of excellence for training and knowledge management of the UN system. We offer learning initiatives to over 10,000 beneficiaries each year through residential courses, distance-learning, strategic exchanges and seminars.

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 various 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 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.

### **Responsibilities:**

Under the supervision of a Learning Portfolio Manager in the UNSSC Knowledge Centre for Sustainable Development, and with a focus on executive leadership and systems thinking for sustainable development, the Associate Fellow will support various learning offerings of the portfolio and specifically **support emerging learning offerings developed in partnership with the World Health Organization on topics related to health leadership, public health, SDG 3+ and Health in all policies.**

S/he will be responsible for, but not limited to, the following tasks to support KCSD's learning, training and knowledge management in general:

#### **1. Design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics with a focus on policy coherence and health leadership:**

- a. Be responsible for and support the design and development of assigned KCSD courses in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- b. Provide input, monitor, steer and report throughout all phases of the learning management cycle for learning activities, from learning needs assessment to evaluation and reporting;
- c. Support the planning, coordination, marketing and communication of KCSD learning activities;
- d. Create, edit, and manage content published on UNSSC KCSD online learning environments;
- e. Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- f. Facilitate online courses and other learning events and foster participants' engagement;
- g. Organize and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- h. Identify and liaise with speakers and partners;
- i. Prepare guiding questions and take video recordings of courses and resource persons, and create video content for e-learning activities, as necessary;
- j. Prepare and implement course promotion and communication plans; draft short stories, posts, and updates for the UNSSC website and related social media networks; record video interviews with participants and resource persons; and contribute to post-production (scripts, flow, messaging) and the dissemination of multimedia assets such as testimonial videos;
- k. Respond to queries related to assigned courses.

#### **2. Knowledge Management:**

- a. Keeping current with trends, best practices, new technologies, and emerging innovations in the subject matter area, as well as in training and talent development more widely, and recommending scoped, relevant actions.
- b. Ensure wide dissemination, usage and tracking of KCSD knowledge products.

### **3. Administration and management of learning programmes:**

- a. Draft project proposals and budgets of training activities for review by the learning portfolio manager;
- b. Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements, etc.
- c. Assist the learning portfolio manager in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- d. Assist the learning portfolio manager in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of KCSD training activities;
- e. Assist the KCSD team in its activities by performing other related duties as required;
- f. Cooperate with internal administrative units.

An annual work plan will provide details of specific responsibilities and expected results from the Associate Fellow.

#### **Qualifications required**

##### **This position requires the following:**

##### **Education**

A relevant postgraduate qualification in social sciences, development studies, political studies, and other relevant areas. A solid knowledge of the concepts of sustainable development is desirable. Knowledge of health and well-being in the context of sustainable development is an advantage.

##### **Experience**

At least two years of relevant experience in research, training, capacity development and/or programme management in the development context. Previous work experience in the UN System is an asset. Work experience in leadership and/or instructional design and e-learning is an asset.

##### **Languages**

English is required; French is highly desirable. Knowledge of another UN language is an asset.

#### **Competencies:**

##### **Professionalism:**

Possesses a solid knowledge and understanding of sustainable development, the 2030 Agenda, systemic transformation and capacity development. Possesses a background in health leadership, policy coherence in the realm of public health or other public health related background. Ability to identify issues, analyze and participate in resolving issues/problems. Ability to apply judgment in the context of assignments given, plan own work, and manage conflicting priorities. The candidate also shows pride in work and 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 complex problems or challenges; remains calm in stressful situations. Finally, takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas.

**Communication:**

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 a 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 and Organizing:**

Develops clear goals consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate 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 the 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 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 the client.

### **Commitment to Continuous Learning:**

Keeps abreast of new developments in the fields of sustainable development, capacity development and adult learning; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows a willingness to learn from others; seeks feedback to learn and improve.

### **Technological Awareness:**

Keeps abreast of available learning and web technology; understands applicability and limitation of technology to enhance learning; actively seeks to apply technology to appropriate tasks; shows a willingness to learn new tools, methodologies and technology.

### **Submission of applications**

The application (in English) should include the following:

- a. A duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- b. 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>

Late and incomplete applications will not be considered.

**N.B:** The receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.