

Call for expression of interest –Logistics Support to UNSSC Programmes

Vacancy No:	IC_004_2023
Post Title and Level:	Individual Contractor – Programme Logistics Assistant
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management (KCLM)
Duty Station:	Home-based or Turin, Italy
Duration:	Up to a maximum of 180 days in a 12-month period
Terms of remuneration	100€ per day
Deadline for Application:	14 March 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.

Organization 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.

Responsibilities

The incumbent will serve as a Administrative Logistics Assistant to the UNSSC Knowledge Centre for Leadership and Management based in Turin, Italy.

The specific tasks of the Administrative Logistics Assistant are to:

- Provide full administrative and logistical support to preparation of training activities including responding to incoming communications, contacts with participants and resource persons, drafting and word processing of reports and communications either on own initiative or on instruction from team members.
- Facilitate webinars for participants in online and blended courses.
- Provide typing and editing of correspondence and documents, training material, supporting documents for training activities and outputs for participants.
- Assist in making arrangements for workshops, including preparation of course material, attendance lists and agenda, correspondence with participants and any follow-up action.
- Provide liaison between resource persons, participants and the College's services or the selected venue during training activities.
- Contribute to needs assessment, evaluation and reporting on learning activities.
- Support outreach and communications tasks as required, which might include providing support to the production of short multimedia and communications pieces, such as blog posts, video interviews, etc.
- Perform other duties as required.

Indicators for the evaluation of outputs:

- Fully successful coordination in supporting the design, development and delivery of online, blended and face-to-face training activities in accordance with the UN Rules and Regulations;
- UNSSC clients and external providers show overall satisfaction with the services received;
- Fully successful and efficient teamwork and coordination with peers to guarantee continued and reliable administrative services.

Terms of Payment:

Payment to the Individual Contractor shall be for a total of 180 working days at Euro 100/day, as outlined in the *Duration of Assignment* table above.

The payment will be made on a monthly basis.

Required Skills and Experience:

Education: High school diploma;

Language and computer skills: Excellent English skills (written and spoken); Proven ability to use Microsoft Office and Zoom; Knowledge of Italian is an advantage.

Competencies:

Professionalism: Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.

Planning and Organizing: Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

Communication: Excellent written and spoken communication skills.

Teamwork: Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside the organization.

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>