

Vacancy No: VA/UNSSC/003/2023
Post Title: Team Assistant, G3
Organizational Unit: UNSSC Peace and Security Hub
Duty Station: Turin, Italy
Duration: 1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications: 01 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.

Organizational Context:

The 2030 Agenda for Sustainable Development recognizes that there can be no sustainable development without peace and no peace without sustainable development. Echoing this holistic approach, the two critical “twin” resolutions on sustaining peace called for a comprehensive and coordinated approach to sustaining peace. Based on these landmark frameworks, the Secretary-General’s “Our Common Agenda” highlights the need for a peace continuum based on an improved understanding of the underlying drivers and systems of influence that are sustaining conflict, and a meaningful set of steps to manage emerging risks.

UNSSC’s Peace and Security hub is responding to these calls by providing inclusive high-quality learning solutions which strengthen the institutional and organisational capacity to work holistically across pillars to prevent and mitigate conflict, build resilient societies and contribute meaningfully to sustainable peace. The hub equips UN staff and partners with the capabilities to adopt a “Sustaining Peace lens”; focusing on strengthening analytical capacities and skills to move from analysis to action and peacebuilding programming for sustainable peaceful solutions.

The hub's work is geared towards ensuring a more coordinated, coherent, and integrated effort towards the prevention of violence, conflict, and fragility and is supporting ongoing shifts in UN practice towards inclusivity, which enable visibility and legitimacy to a broader range of peace actors. It brokers knowledge in partnership with leading thematic think tanks and academia on thematic issues.

The hub's safety and security portfolio applies a practical approach to provide security awareness training to enable UN staff to prevent and respond to various security incidents they might encounter while delivering their mandates in high-risk environments. In addition the safety and security portfolio manages the joint UNSSC-UNDSS Trainer Development and Certification process for the UN System.

Terms of reference:

The incumbent will serve as a Team Assistant for the safety and security portfolio of the UNSSC Peace and Security hub.

The specific tasks of the Team Assistant are:

Provide general administrative and logistical support for the preparation and delivery of safety and security related training activities including UNSSC Safe and Secure Approaches in Field Environments (SSAFE) courses and UNSSC-UNDSS Trainer Development and Certification (TDC) courses:

- Act as the point of contact for the participants, including responding to/communicating with the interested participants/entities, issuing invitations to the approved participants, preparing lists of participants and agendas, keeping the logistics note for the participants up-to-date, liaising with hotels/ITCILO to book accommodation (and meals) and coordinate check-in/out arrival/departure dates and times for the participants and trainers, if needed, and taking any follow-up action;
- Assist in the preparation of background material and documentation, formatting and branding of the learning and other materials, ensuring that the branding and other requirements are adhered to, printing of training materials when needed, rental/booking and setting-up of training rooms and technical equipment, consolidation of post-training evaluation, etc;
- Use standard procedures for securing coffee-breaks for face to face training activities (and arrange, when required); liaise with internal services/ITCILO/external service providers for security/access and IT; use standard procedures for arranging transportation services and hospitality arrangements;
- Liaise with vendors and service providers, including searching and negotiating best rates, services/products with hotels, restaurants,

catering, suppliers, transportation companies, and other vendors as required, etc.;

- Use standard procedures for arranging travel for UN personnel, external trainers, consultants and workshop participants and other related actions, ensuring that visas, daily subsistence allowance (DSA), medical, security, and other administrative clearances/authorizations are communicated and obtained on time;
- Liaise with the Finance/Operations unit for the issuance of entity-specific unique/collective invoices; follow up on payments;
- Assist in the preparation of workshop budgets, forecasts and financial follow-up of training activities;
- Assist in the procurement and recruitment processes for respective training and courses, where needed;
- Keep abreast and appropriately incorporate/address pandemic related health advisories, regulations and restrictions into training preparation and delivery (if applicable);
- Provide administrative and logistical support for the organization of field exercises with the Italian Armed Forces.
- Serve as an emergency contact person for course participants;
- Proactively inform the Learning Portfolio Manager and/or Senior Manager of any issues as appropriate.

Support the UNSSC Peace & Security hub's partnership with UNDSS:

- Ensure the timely preparation and distribution of Attendance Certificates for safety and security courses co-managed by UNSSC and UNDSS and delivered globally by UN AFPOs after checking compliance with set minimum requirements (e.g. courses delivered by certified trainers, approved curricula etc.);
- Systematically/regularly update the "UNSSC-UNDSS Trainer and Participant Database" with new records as per established procedures;
- Keep track of new records and certificates in order to generate quantitative and qualitative reports as needed for internal and external purposes;
- Monitor/maintain the UNSSC-UNDSS Moodle-based LMS on eLounge.
- Enrol authorized users and provide login credentials and/or access information to new users of the Trainer and Participant Database and/or UNSSC-UNDSS LMS.
- Liaise with UNDSS counter-parts and other colleagues to proactively troubleshoot/solve technical and/or other errors/issues encountered by users on or concerning the UNSSC-UNDSS Trainer and Participant Database and/or UNSSC-UNDSS LMS.
- Support the administrative/logistical arrangements for UNSSC personnel to undertake SSAFE quality control missions.

Assist the Peace and Security hub in its activities, by performing other related duties as required:

- Respond to incoming communications, contacting participants and resource persons, drafting and word processing reports and communications either on own initiative or on instruction from team members;
- Follow-up with the Operations Unit for the timely processing of Purchase Orders (POs) approval of budgets and other authorizations.
- Assist in planning for training activities, including preparation of attendance lists and agenda, correspondence with participants and any follow-up action.
- Ensure relevant data is inputted timely and correctly into UNSSC Salesforce based Customer Relationship Management (CSR) system.
- Assist in organizing and facilitating learning sessions and knowledge processes during workshops, online learning activities, webinars, retreats and other formal and informal learning processes and events as needed;

Competencies

- Communication
- Teamwork
- Planning & Organizing
- Accountability
- Client Orientation
- Technological Awareness
- Commitment to continuous learning

Qualifications required

Education: High School Diploma.

Experience:

- At least three (3) years relevant experience working in an office support function;
- Experience with administrative and logistic support to safety and security training is an asset;

- Experience in the logistical support to face-to-face and online meetings and workshops and/or training events highly desirable;
- Experience in an international environment is an asset;
- Experience with any Enterprise resource-planning tool (ERP) and Customer Relationship Management System (CRM) is an asset;
- Experience with online communication tools (Zoom, MS Teams, etc.) is an asset.

Languages and other skills:

- Proficient in written and spoken English;
- Knowledge of Italian is an asset;
- Ability to work in a multicultural team environment and to work under pressure;
- Capacity to plan, implement and monitor support services to learning events;
- Good knowledge of office technology such as MS Office and teleconferencing tools.

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>