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

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 of 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 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 Learning Officer will support the KCSD Executive Leadership and Systems Thinking Portfolio. In particular, she/he will proactively coordinate and support executive leadership courses for UN Country Teams, as well as learning formats for other UN and non-UN audiences pertaining to executive leadership, systems thinking and policy coherence for sustainable development. This includes, but is not limited to, the following courses and learning formats:

- The UNCT Leadership Course: Maximising synergies for greater impact (UN only)
- The UNCT Dream Team tailored offerings for specific UN Country Teams (UN only)
- The Policy Coherence for Sustainable Development online moderated course (multiple stakeholders)
- Tailored offerings in the areas of the portfolio for UN entities and non-UN counterparts.

In addition, he/she will work alongside the Learning Portfolio Manager to ensure oversight and coordination within the Executive Leadership and Systems Thinking Portfolio with regards to overall deliverables, development of new offerings, workload distribution among team members, monitoring of substantive developments for the team to be aware of and other duties, thus contributing to a cohesive and coordinated team approach to the overall portfolio workplan.

In light of the above, in particular, she/he will perform the following duties:

1. **Working with key clients, partners and resource persons to contribute to learning programme design, development, coordination and evaluation functions;**
   - a. Contributing to programme mapping, scoping, and curriculum development emphasising good practice for pedagogical quality, relevance, and effectiveness;
   - b. Drafting training proposals and concept papers (based on the requests and needs from clients and partners, as well as based on proactive research);
   - c. Monitoring and analysing specific aspects of programme/project development and implementation;

2. **Contributing to the synchronous and asynchronous delivery of the portfolio and other selected learning programmes;**
   - a. Preparation, coordination, facilitation and delivery of learning sessions and knowledge processes in the framework of workshops, online learning activities, webinars, self-paced modules, retreats and other formal and informal learning processes and events as required;
b. Participating in field missions, including provision of substantive and administrative support, data collection, etc.
c. Coordination of, and input to user experience (UX) through:
   i. Learning Platforms (e.g. Moodle);
   ii. Webinar Tools (e.g. Zoom/Webex etc.);
   iii. Other Digital Learning Tools (e.g. Articulate/Rise 360/Mural/Mentimeter, etc.)

3. **Contributing to Knowledge Management processes for internal and external use;**
   a. Keeping current with trends, best practices, new technologies, and emerging innovations in training and talent development, and recommending scoped, relevant actions.
b. Partaking in Communities of Practice, both at the College as a whole and KCSD itself, to guide collaborations and alignment across teams on learning experiences;

4. **Contributing to the administration and management of the portfolio learning programmes and team;**
   a. Providing administrative and substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.
b. Providing organizational overview of the portfolio offerings and team composition.

Perform other related duties, as assigned.

**Competencies:**

**Professionalism:** Solid understanding of the concept of sustainable development 2030 Agenda, and the sustainable development goals; practical experience in project/programme management; knowledge and experience in instructional design and capacity development, good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field;

**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 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.

**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 one’s 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.

Required Skills and Experience

Education:
An advanced university degree (Master’s degree or equivalent) in public policy, development studies, social sciences, economics or a related field, is required.

Experience:
A minimum of two (2) years of progressively responsible experience in project/programme planning and management, and education, in the area of sustainable development or related area, is required.

Solid experience in relating with external and internal clients, partners and stakeholders is required.

Familiarity with the UN Development System. A solid understanding of the 2030 Agenda for Sustainable Development and the SDGs and ability to apply sustainable development concepts and approaches in the design of learning products.

Languages:
Excellent knowledge of English and at least one other official UN language is considered an important 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