



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	VA/UNSSC/007/2023
Post Title:	Associate Learning Officer, P2
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management
Duty Station:	Turin, Italy
Duration:	364 days (Temporary Appointment)
Deadline for applications:	01 April 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 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 with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin, Bonn, and at UN Headquarters, as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

UNSSC's Knowledge Centre for Leadership and Management (KCLM) is composed by a multidisciplinary team of highly committed learning and change management professionals seeking to enable UN organizations to define and embrace a new management and leadership culture. To achieve this KCLM pursues strategic partnerships and provides UN staff with unique knowledge pieces, advisory services, and world-class blended learning opportunities in core professional competencies, management, leadership, organizational development, and innovation skills aligned with and building on the UN System Leadership Framework approved by the UN System Chief Executives Board (CEB) for Coordination.

Terms of reference:

Under the supervision of a Learning Portfolio Manager in the UNSSC Knowledge Centre for Leadership and Management (KCLM), and with a focus on developing young and

emerging leadership talent, the Associate Learning Officer will perform the following duties

- Contributing to programme mapping, scoping, and curriculum development emphasising good practice for pedagogical quality, relevance, and effectiveness;
- Contributing to the design, analysis and reporting of needs assessments, as well as learning and impact evaluations;
- Providing input to the development of long-, mid-, and short-term programmatic and learning objectives
- Providing full technical support during preparation, delivery of training activities and events (in virtual, F2F, blended or hybrid formats), including testing new web-based technologies to be used in the social learning spaces and contributing to enhance participants' learning experience;
- Contributing to coordinating and engaging directly in administrative arrangements for training activities, including preparation of course material, attendance lists and agenda, responding to incoming communications , correspondence with participants and resource persons, drafting and word processing of reports, and any additional preparatory and follow-up actions as required;
- Monitoring online courses and helping solve any technical problems that participants may encounter;
- Organizing and facilitating training and learning activities, including on line and face-to-face seminars, webinars, workshops and other formal and informal learning processes and events for UN and Affiliated Organisations staff in the field of leadership and management;
- Participating in and making presentations on assigned topics/activities;
- Drafting training proposals and concept papers (based on the requests and needs from clients and partners, as well as based on proactive research);
- Working with key clients, partners, sponsors, donors and resource persons to facilitate the development, implementation and evaluation of assigned learning products;
- Curating and developing content, e-learning courses components, training videos, user guides, and other materials;
- Contributing to administering and managing UNSSC learning platforms (Moodle) and the design of online courses, development and distribution of learning and reference material through web-based learning environments;
- Carrying out basic research and learning analytics on selected aspects of learning programmes, delivery methods and other aspects connected to digital learning processes and activities;
- Contributing to data-related functions, including assistance with design and dissemination of data collection tools; analysing responses, identifying patterns and issues, and preparing preliminary conclusions.
- Contributing to outreach, marketing and communications activities; which may include amongst other tasks participating in the development of communications and marketing pieces, social media campaigns and assets, and delivering presentations;
- Providing input to budgeting processes;

Performing other related duties, as assigned.

Competencies

Professionalism: Solid understanding and experience in learning design and technology-enhanced learning; solid knowledge and experience in instructional design and e-learning content development. Demonstrated professional competence and experience in areas related to youth and leadership development.

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.

Technological Awareness: Knowledge and experience of learning management systems and content authoring software. Understanding of applicability and limitation of technology to the work of the office and experience on the application of technology to support learning and training intervention.

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 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.

Qualifications required

Education:

- Advanced University degree in preferably in international relations, social studies, adult learning, business administration, management, or a related field.

Experience:

- At least 2 years of progressively responsible experience in managing learning and training projects/programmes in the field of young and emerging talent leadership development.
- Experience with e-learning authoring software (e.g. Articulate RISE,), learning management systems and online meeting and web conferencing tools (e.g. Zoom, Microsoft Teams) is an asset.
- Previous working experience in the UN System is an asset.

Languages and other skills:

- Fluency in English is required. Knowledge of another UN official language is an asset.

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>