

Vacancy No:	IC/007/2023
Post Title and Level:	Individual Contractor –training support
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development (KCSD)
Duty Station:	Home-based
Duration:	Up to a maximum of 120 days in a 6-month period
Terms of remuneration	110€ per day
Deadline for Application:	16 June 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:

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 within 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

- The individual contractor will provide assistance to the UNSSC Knowledge Centre of Sustainable Development on course offerings related to the Climate, Environment, Economic and Digital Transformation team within the Knowledge Centre for Sustainable Development.
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- The incumbent will report to the Learning Portfolio Manager and contribute to the design, development, promotion, coordination, delivery, monitoring and evaluation of learning programmes.
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- Collaborating with the portfolio team on the design, development, implementation, monitoring and evaluation of orientation, of learning programmes and knowledge management activities.
- Providing support services to the administration and management of the online courses, including the outreach to and engagement with partner institutions and participants;
- Assisting with survey initiatives, basic learning analytics, research, design thinking, learning needs assessment, gap analysis, impact assessment, evaluation analysis, reporting and mapping exercises, identifying problems/issues, preparing preliminary conclusions; and other aspects connected to learning processes and activities;
- Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- Contributing to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc; review and/or draft relevant documents and reports;
- Provide support to online and virtual courses - setting up and hosting Zoom meetings, break out rooms and provide technical assistance in the roll-out of virtual events;
- Support the uploading and maintenance of e-learning programmes on
- UNSSC's Learning Management System (Moodle);

- Create, edit and manage content published on UNSSC KCSD online learning environments;
- Assisting with coordination of alumni activities, including liaising with alumni and creating personalized content for follow-up activities such as customized webinars, recorded interviews, videos, testimonials, and newsletters as necessary;
- Performing other relevant duties as required.

Terms of Payment

Payment to the Individual Contractor shall be for a total of 100 working days at Eur 110/day, as outlined in the *Duration of Assignment* table above.

The payment will be made on a monthly basis.

Required Skills and Experience:

Education: Advanced university degree, preferably in international relations, social studies, adult learning, business administration, management, or a related field.

Language, experience and computer skills:

Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools;

Working knowledge of learning platforms such as Moodle

Working knowledge of software used to create elearning modules such as Articulate Rise, Genially and/ or Storyline

Proven working experience with online communication tools (Zoom, MS Teams, etc.)

Experience in supporting the design, development and delivery of learning products, especially online learning, is a distinct advantage;

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

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.

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>