

Vacancy No: **AF/005/2023**
Post Title: **Associate Fellow**
Organizational Unit: **UNSSC Knowledge Centre for Leadership and Management – Innovation**
Duty Station: **Turin, Italy**
Duration: **until 31 December 2023, extendable**
Deadline for Applications: **30 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.

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 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 interagency 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.

Within UNSSC, the Knowledge Centre for Leadership and Management (KCLM) seeks to consolidate the Staff College's expertise in management and leadership development, align it with the UN System Leadership Framework, and grow its portfolio in this area. The key 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.

In 2019, UNSSC was tasked by the UN Secretary-General with the responsibilities of custodian and curator for the UN Innovation Toolkit, a collection of knowledge and tools developed by the UN Chief Executives' Board for Coordination. In this context, the Staff College leverages its position as an interagency knowledge and learning

institution to engage across the UN System and, working with identified partners, promote and nurture adoption of a culture of innovation, including the design and implementation of specialised learning and capacity building initiatives for UN staff in the field of innovation, and related fields, including strategic foresight, and other elements incorporated within the Quintet of Change and UN 2.0. UNSSC also tracks engagement, contextualisation, and use of the UN Innovation Toolkit to draw insight and inform its continued development, coordinate interagency efforts and design effective learning interventions.

Responsibilities:

Under the supervision of a Learning Portfolio Manager and within the scope of delegated authority, the Associate Fellow will be responsible for the following duties:

- Provide substantive support to the UNSSC Innovation Portfolio;
- Support the continued roll-out and iteration of the United Nations Innovation Toolkit;
- Undertake partnership/stakeholder identification, development, communication, and engagement activities related to the promotion, mainstreaming, contextualisation, and use of the Toolkit;
- Substantively contribute to the design and development of Face-to-Face, blended, and e-learning courses, including Modules on Innovation/Strategic Foresight/the Quintet of Change/the UN Innovation Toolkit utilising, predominantly, Articulate 360 and Rise;
- Coordinate innovation/strategic foresight related event(s) and Knowledge for Innovation Fairs, including stakeholder/contractor engagement and communication; identifying and proposing participants and themes; preparation of background documents and presentations; logistical arrangements; evaluation; reporting, and other duties as required;
- Undertake research, analytical, and evaluative work on the utilisation, uptake, and lessons learned from Toolkit roll-out, contextualisation, use, and iteration processes in order to provide substantive input to UNSSC reporting and planning;
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.;
- Identify potential problems and issues to be addressed and recommend corrective and follow-up actions;
- Participate in survey initiatives; assist with design of data collection tools; issue data collection tools, review, analyse and interpret responses, identify problems/issues and prepare preliminary conclusions;
- Provide hosting support for web-based learning interventions;
- Assist in the development and distribution of learning and reference material through web-based learning environments;
- Moderate web-based social learning spaces;
- Provide technical and operational support to the UNSSC team;

- Assist the Knowledge Centre for Leadership and Management in its activities, by performing other related duties as required.

Required Skills and Experience:

The position requires:

Education: A relevant postgraduate qualification in social sciences, development studies, adult learning, business administration, management, economics, communications or a related field;

Experience: Exposure to project/programme management in the field of innovation, learning and training, knowledge management, or a related area. Knowledge of current trends in innovation approaches and tools. Knowledge of e-learning authoring software, learning management systems and online meeting and web conferencing tools is desirable. Previous project management experience and previous working experience in the UN System is an asset.

Language: Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable. Knowledge of Spanish is an asset.

Competencies:

Professionalism: Proven knowledge and experience in the fields of innovation, learning design, digital learning, and instructional design. Excellent attention to detail and quality of work. Proven experience in applying judgment in the context of assignments given, planning own work and managing conflicting priorities. Proven research capacity and ability to meet deadlines. Experience in public relations, digital communication and marketing is an asset.

Communication: Speaks and writes clearly and effectively, with an excellent command of the English language; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and demonstrates openness in sharing information and keeping people informed.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization; works collaboratively with others to achieve organizational goals; is flexible and adaptive, with a 'can-do' attitude; is willing to learn from others; places team agenda before personal agenda; 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; 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; delivers products or services to clients timely.

Commitment to Continuous Learning: Keeps abreast of new developments in the fields of adult learning, digital learning, and instructional design; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use virtual learning technologies (Zoom, Moodle, etc.) Keeps abreast of new available learning and web technology; understands applicability and limitation of technology to enhance learning; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<https://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

Please apply through the online form available at <https://unssc.org/about-unssc/employment-opportunities/>