

**Vacancy No:** **AF/006/2023**  
**Post Title:** **Associate Fellow – Assistant**  
**Organizational Unit:** **UNSSC Learning and Knowledge Services**  
**Duty Station:** **Bonn, Germany**  
**Duration:** **until 31 December 2023 - extendable**  
**Deadline for applications:** **22 July 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.

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### **Organizational Context:**

UNSSC, with its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), is the learning institution of and for UN staff and partner organizations. UNSSC delivers learning programmes and provides a space for learning to UN staff at all levels, functions and locations.

With its exponential growth in the last five years, the College undertook an organizational review in 2021 and, based on the findings, has initiated to realign its organizational structure by creating two distinct but inter-dependent departments:

- **Learning and Knowledge Service (LKS)**, which include UNSSC programmatic activities in the areas of Leadership and Management, Peace and Security, and Sustainable Development
- **Integrated Business Centre (IBC)**, which houses work related to Client Management Services, Administrative Services and Digital Services

In this regard, and with the position of Head of Learning and Knowledge Service filled in June 2023, UNSSC is seeking for an experienced and reliable professional who would be responsible for providing administrative and logistical support to the Head of the Learning and Knowledge Services.

## **Responsibilities:**

Reporting to the Head, Learning and Knowledge Services, and in coordination with the Executive Assistant (Directorate, Turin) and the Office Assistant (KCSD, Bonn), the incumbent is responsible to perform a range of office support and administrative functions, including:

### **Documents and file administration**

- Use standard MS Office processing package to produce a variety of documents and reports;
- Take minutes of meetings as required
- Assist in inserting/extracting data from the CRM and preparing reports;
- Assist in the preparation of presentation materials using appropriate technology/software;
- Provide general secretarial support services at workshops, training sessions and meetings, including preparation of background material and documentation;
- Maintain files and databases for work unit;
- Review, record, distribute and/or process mail and other documents; follow-up on impending actions.

### **Time and schedule administration**

- Screen incoming correspondence; respond to information requests and inquiries and as necessary, refer inquiries to appropriate personnel for handling;
- Assist in time management and scheduling by effectively prioritizing and resolving related conflicts and competing demands for appointments and meetings;
- Maintain calendars/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit;
- Manage the supervisor's travel and mission schedule, including ticket, accommodation, visas, approval in the OpenERP system, security clearance, official communication to relevant stakeholders, etc.

### **Office administration**

- Manage relations with internal administrative units; vendors and service providers;
- Provide general office assistance;
- Process administrative requests/documents in line with UN and UNSSC rules and regulations (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Liaise with the ICT focal point in providing software and office equipment support;
- Coordinate logistical arrangements in accordance to protocol guidelines prior and during events;
- Perform other duties as assigned.

## Required Skills and Experience

### Education

Completion of high school or equivalent diploma.

### Experience

At least four years of progressively responsible secretarial, administrative, programme experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web-based management systems is required. Experience at the international level is an asset.

### Languages

Excellent knowledge of English and good knowledge of German. Knowledge of other languages is an asset.

### Competencies:

**Professionalism:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matters; Is conscientious and efficient in meeting commitments, observing deadlines; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenge; Remains calm in stressful situations.

**Communication:** Proven ability to speak and write clearly; ability to tailor language, tone, style and format to match audience; ability to listen to others, correctly interpret messages from others and respond appropriately.

**Teamwork:** Ability to establish and maintain effective working relations with colleagues and partners with sensitivity and respect for diversity; demonstrated ability to work collaboratively with colleagues to achieve organizational goals and to place team agenda before personal agenda.

**Planning and Organizing:** Good organization and co-ordination skills to plan and execute actions in response to changing needs; Ability to advise on issues and priorities related to the team's activities, and to take responsive initiatives. Ability to organize and delegate work and to supervise staff.

**Accountability:** Takes ownership for all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**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; 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 product or services to client.

### **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\\_](https://www.unssc.org/about/employment-opportunities_)