

Vacancy No:	VA/UNSSC/014/2023
Post Title:	Learning Portfolio Manager, P3
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	09 August 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 United Nations System Staff College (UNSSC) 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 Staff College 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.

Terms of reference:

Under the overall guidance and responsibility of the Head of Office, and reporting to him/her, the Learning Portfolio Manager will have primary responsibility and accountability for programmes in the field of results-based management, with secondary responsibility in areas related to UN and Agency specific country programming.

For the position, UNSSC is looking for a capacity development expert with the ability to combine thematic expertise on results-based management, UN country programming processes, and program design with practical experience at country level in the above mentioned areas in particular in the context of the repositioning of the UN Development System.

The Learning Portfolio Manager will be required, among others, to fulfil the following tasks:

Management of learning portfolio

- Coordinate, design, develop, deliver and evaluate a set of learning projects and services assigned from the portfolio of the UNSSC Knowledge Centre for Sustainable Development, with a particular emphasis on results-based management and country programming
- Serve as subject matter expert, facilitator and/or tutor for UNSSC learning activities (face-to-face, blended and on-line) including facilitation of programmes and/or retreats targeting inter- agency country teams and UN experts on country programming and RBM.
- When delegated, act as focal point and collaborate with UNSSC clients to analyze the scope, and coordinate the design, development, implementation, and evaluation of on demand learning interventions, particularly in relation to results based management and country

programming. As required, set-up and oversee external teams to provide direct support services to UNSSC clients in the context of institutional collaboration agreements.

- Advise on evaluation methods, monitor and assess the effectiveness of activities and initiatives in the assigned portfolio, communicating results to UNSSC and external stakeholders regularly.
- Ensure quality assurance of courses, events and products as assessed by end users, i.e. participants and clients, partners, and donors;
- Stay abreast of research and policy developments in the focus areas, in terms of thematic expertise as well as relevant cutting-edge conceptual approaches and tools, from UN organizations as well as external thought leaders.
- Monitor financial status of assigned projects and activities to ensure financial sustainability
- Coordinate project teams established to support activities within the assigned learning portfolio, including actively contributing to the supervision and recruitment (as required) of project personnel and consultants.
- Support the team's resource mobilization efforts, by writing targeted funding proposals.

Outreach and partnerships activities

- Actively engage in relations and communications with clients, partners, project counterparts, instructional designers, technical developers, faculty and subject matter experts.
- When delegated, participate in inter-agency meetings and working groups to exchange information and collaborate on RBM and country programming as well as other relevant substantive areas included in the assigned portfolio.
- Propose and follow up on partnership opportunities, including new ventures as well as contributing to the advocacy effort to position the UNSSC as a partner of choice for organizations within the UN in the relevant thematic areas;
- Facilitate collaboration across UNSSC teams and with other Learning Portfolio Managers, by identifying potential opportunities for co-creation, co-delivery and joint resource mobilization through courses, products, and events; as well as providing direct support to related UNSSC learning activities outside of the regular portfolio.

Knowledge Management activities

- Actively facilitate knowledge brokering and enhance the use of lessons learnt, best practices, and relevant knowledge products in learning and training for sustainable development;

Competencies:

Professionalism: Deep expertise in results-based management, and knowledge and understanding of RC system and UN country programming processes, Practical experience in facilitation of inter- agency discussions, learning programs, and programme/project management teams; good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.

Planning and Organizing: Sets clearly defined objectives; identifies and mobilizes resources; creates and manages timelines; coordinates activities and efforts of internal and external stakeholders; makes contingency plans; monitors progress against strategies; takes account of changing plans while continuing to coordinate efforts effectively.

Teamwork: Establishes and maintains good relationships with all stakeholders; identifies and creates opportunities for internal and external partnerships; works with others to develop a collaborative vision and fosters commitment to teamwork; shows respect and sensitivity to differences in gender, culture, religious faith and ethnicity; manages conflict effectively, balancing collaborative approaches with assertion when necessary.

Communication: Good communication skills, including the ability to draft/edit blogs, podcasts, studies and other communications. Technology Awareness: Fully proficient computer skills and use of relevant learning design software.

Qualifications and Experience

Education

Advanced degree in public policy, economics, law, political science, or equivalent relevant field.

Work Experience

At least 5 years of professional experience participating in capacity building and coordinating (inter) – agency country programming for UN staff (required). Three years of which should ideally have been in the context of an international organization at programme country level (asset)

Demonstrated experience, knowledge and understanding of UN structures and the UN Resident Coordinator system (required).

Demonstrated experience in facilitating inter- agency meetings and coordinating inter-agency platforms of exchange such as national task forces on substantive

areas related to results-based management and country programming (for example, task forces on SDG implementation, human rights, gender) (required).

Languages and other skills

Excellent knowledge of English as well as accompanying presentation and communication skills. Knowledge and ability to deliver learning programs in another official UN language is considered an asset.

Other skills

Excellent networking and interpersonal skills, including the ability to establish and maintain partnerships with representatives from government, international organizations, CSOs, academia and other partners for the purposes of learning and training.

Other information

For this position travelling up to 30% is required.

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>