

Vacancy No:	AF/011/2023
Post Title:	Associate Fellow– Learning and Knowledge Services Support
Organizational Unit:	UNSSC Learning and Knowledge Services
Duty Station:	Bonn, Germany
Duration:	Initial contract until 31 December 2023, extended on a yearly basis based on satisfactory performance
Deadline for applications:	16 October 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.

Organisational 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 and Bonn, 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.

This position is located in the UNSSC Learning and Knowledge Services and it can be based in Turin, Italy, or Bonn, Germany. The Associate Fellow will report to the Chief, Academic Partnerships.

The UNSSC Learning and Knowledge Services (LKS) oversees the programmatic work of the UNSSC, advancing system wide knowledge on the 2030 Agenda for Sustainable Development, sustaining peace, and management reform through its programme units.

In recent years, UNSSC has intensified its collaboration with a variety of academic institutions, think tanks, foundations and schools of public administration. To this end, UNSSC is further deepening its academic

partnerships in view of facilitating and strengthening related knowledge exchange and academic collaboration.

The incumbent is expected to have an active role in the development, organisation and delivery of a dialogue series, with multiple and diverse partners, on the topic of the evolution of capacities needed to accelerate progress towards the 2030 Agenda for Sustainable Development. In addition, the selected candidate is anticipated to provide substantive support on maintaining and developing current and future academic partnerships.

Terms of reference:

Under the supervision of the Deputy Director Learning & Knowledge Services, the Associate Fellow will perform the following duties:

Dialogue series:

- Draft correspondence and administrative documents, such as minutes, reports, contracts, agreements;
- Assist in making arrangements for online and face-to-face workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Create audio-visual content for e-learning activities, as necessary;
- Contribute to coordinating, executing, and improving the user experience across various digital learning tools and tools to facilitate the online classroom experience, ensuring the quality and accuracy of activities;
- Identify and liaise with faculty, speakers and partners;
- Assist in preparing, facilitating and delivering online and face-to-face workshops, roundtables, and meetings;
- Organise and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Research specific topic areas related to the dialogue series to prepare background documents as required;
- Support and contribute to the development of knowledge products (concept notes, key points to remember, summary papers, briefs, primers, videos, case studies, etc.) related to the dialogue series and academic partnerships in general;
- Prepare and implement programme promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks;

Knowledge management and general support to Learning and Knowledge Services:

- Assist in the design and development of the physical site visit for students to UN locations, or to the design of an online equivalent learning journey through a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Support planning, internal coordination, marketing and communication of joint programmes;
- Create, edit, and manage content published on the collaboration, or specific substantive subsets thereof, in UNSSC online learning environments;
- Support designing and conducting surveys such as learning needs assessments and course evaluations, and present analysis based on survey results;
- Liaise with academic counterparts and students on specific assignments or updates as requested;
- Research, analyse, consolidate and present information gathered from various sources and prepare presentations, briefings, and background papers.
- Support the development, implementation and evaluation of strategy and projects; monitor and analyse their development and implementation; review relevant correspondence, documents and reports and liaise with substantive and administrative units of UNSSC to obtain timely information on relevant activities.

Administration and management:

- Maintain and organise files, overviews, task lists and tracking tables on the status various work streams and provide briefs as required;
- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements;
- Participate in management meetings and retreats as requested; organize and prepare agendas and summaries, as well as follow-up on decisions
- Provide assistance in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of joint activities;
- Cooperate with internal administrative units.

Qualifications required

Education

Advanced university degree (Master's degree or equivalent degree) in social sciences, business administration, management, economics or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

At least 3 years of relevant professional experience in project management, partnerships with multiple stakeholders, fundraising and partnership management, and planning and monitoring. Capacity to prioritise and management of a diverse range of priorities, partners and projects is essential. Previous work experience in the UN system and / or with academic institutions is an asset.

Languages

Proficiency in English is required; knowledge of an additional UN language is an asset.

Core values

- Professionalism: Solid understanding of the concept of sustainable development, the 2030 Agenda for Sustainable Development and the Quintet of Change. Ability to self-manage and to effectively deal with stress during heavy workload periods, to establish and adapt to new priorities, to work under pressure, to meet deadlines and to focus on results. Capacity to plan, organise, implement and report. Knowledge of partnerships, fundraising and maintenance of alliances is essential.
- Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain.
- Respect for Diversity: Works effectively with people from all backgrounds and gender; treats all people with dignity and respect; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Other skills and competencies

- Communication: Diplomacy and strategic thinking. Excellent written and spoken communication skills. Demonstrates openness in sharing information and keeping people informed.

- Technological awareness: IT fluency, knowledge of audio-visual tools and learning management systems. Ability to learn how to use new programmes (Zoom, Canva, etc). Shows willingness to learn new technology.
- Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organisation. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- Client Orientation: Considers all those to whom services are provided and with whom initiatives are developed to be “clients” or partners and seeks to see things from their point of view; establishing productive relations by gaining their trust and respect; identifies their needs and matches them to appropriate solutions; keeps them informed of progress or setbacks in projects and keeps commitments and deadlines.

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.

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

* Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted after the application deadline.

Conditions of contract and terms of remuneration

Available at [AF_011_2023](#)