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| Vacancy No: | VA/UNSSC/017/2023 |
| 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: | 08 November 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 Office 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 KCSD, and reporting to him/her, the Learning Portfolio Manager on Governance and Partnerships for sustainable development, will have primary responsibility and accountability for programmes in the field of partnerships for sustainable development, with secondary responsibility in areas related to Governance, including skills, strategies and thinking frameworks for UN effectiveness. These include but are not limited to, digital governance, social protection, strategic foresight, UN 2.0, behavioral science for public policy and administration, and governance for the future for sustainable development.

For the position, UNSSC is looking for a capacity development expert with expertise in building and/or learning expertise on partnerships for sustainable development. This includes diverse types of partnerships with traditional and non-traditional stakeholders, public and private sector engagement, South-South and Triangular Cooperation modalities, partnerships to improve governance for sustainable development, and critical partnership-building skills such as influencing, stakeholder mapping and strategy, negotiation skills, political acumen and context analysis. Experience building capacity of UN employees and UN stakeholders is required.

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

Management of the 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 multi stakeholder partnerships for sustainable development.
- 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 UN employees, private sector, academia, civil society and other UN stakeholders.

- 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 partnerships and governance for sustainable development. 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 internal 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 Business Development 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 learning initiatives in the areas of governance and partnerships for sustainable development as well as other relevant substantive areas included in the assigned portfolio.
- Propose and follow up on business development opportunities, including new ventures as well as contributing to the advocacy effort to position KCSD and 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;
- Stay abreast of the latest trends, approaches, methods and thinking in the area of learning broadly, and more specifically governance and partnerships for sustainable development.

Competencies:

Professionalism: Deep expertise in partnerships for sustainable development, and knowledge and understanding of the UN system. 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 designing and delivering learning and knowledge products for UN staff and for UN stakeholders (required).
- Experience in designing and delivering learning and knowledge products using diverse and innovative methodologies and modalities (required).

- Demonstrated experience, knowledge, and understanding of Partnerships and Governance for Sustainable Development, especially as it relates to the United Nations and its stakeholders (required).
- Demonstrated experience in facilitating meetings with mid and senior-level stakeholders in the areas of partnerships and governance for sustainable development (required).
- Experience working at country level (desired)
- Experience working in a UN context (desired).

Languages

Excellent knowledge of English writing, presentation and communication skills. Knowledge and ability to deliver learning programs in another official UN language (required).

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 stakeholders for the purposes of learning and training.

Other Information: For this position, up to 30% of travel 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>