

<b>Vacancy No:</b>	<b>IC_010_2023</b>
<b>Post Title and Level:</b>	<b>Individual Contractor – Training Support</b>
<b>Organizational Unit:</b>	<b>UNSSC Knowledge Centre for Leadership and Management (KCLM)</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>Up to a maximum of 180 days in a 12-month period</b>
<b>Terms of remuneration</b>	<b>100€ per day</b>
<b>Deadline for Application:</b>	<b>17 November 2023</b>

*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.*

### **Organization Context:**

The United Nations System Staff College (UNSSC) is the UN's system-wide knowledge management and learning institution created by the General Assembly to fostering a cohesive management culture across the UN system. UNSSC's mission is to contribute to a more effective, results-oriented and agile UN through learning, training and knowledge dissemination. UNSSC is known for enabling the diverse staff of the UN system to learn together, share experiences, and formulate joint solutions to the challenges facing the UN. Beyond bringing together UN staff from across the system through its learning and training offerings, UNSSC's comparative advantage lies in its ability to provide an inter-agency perspective based on its wide and varied engagement with different entities within the UN system and beyond, hence fostering unique dialogue spaces in the spirit of multi-stakeholder collaboration. Its programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

In Fall 2017 the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The 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. KCLM is the largest team of learning specialists and professionals at UNSSC, committed to embodying the leadership principles and behaviours outlined in the UN System Leadership Framework in the way we work and learn together.

## Responsibilities

The incumbent will report to the Learning Portfolio Manager and contribute to the analysis, design, development, promotion, coordination, delivery, monitoring and evaluation of learning programmes. Specifically, the incumbent will support the work of UNSSC's Knowledge Centre for Leadership and Management Learning Portfolio Manager by:

- Collaborating with the portfolio team on the design, development, implementation, monitoring and evaluation of orientation, mid-level management and senior leadership learning programmes and knowledge management activities, including transitioning processes (online to hybrid format as necessary);
- Assisting with survey initiatives, basic learning analytics, research, design thinking, learning needs assessment, gap analysis, impact assessment, evaluation analysis, reporting and mapping exercises, identifying problems/issues, preparing preliminary conclusions; and other aspects connected to learning processes and activities;
- Assisting in organizing and facilitating learning sessions and knowledge processes in the framework of workshops, online learning activities, webinars, retreats and other formal and informal learning processes and events as needed;
- Assisting in the production of knowledge products, including articles and video interviews with resource persons, case studies and spotlight interviews with participants/alumni of the training programmes;
- Contributing to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc; review and/or draft relevant documents and reports;
- Assisting in the development and preparation of learning and reference material through web-based learning environments;
- Providing support services at online, face-to-face/hybrid workshops, training sessions and meetings, including preparation of pertinent background material and documentation;
- Data analysis and reporting;
- Evaluation reporting;

- Undertaking social media and promotional outreach, marketing and communications activities;
- Assisting with coordination of alumni activities, including liaising with alumni and creating personalized content for follow-up activities such as career and professional development booster webinars, open house webinars, spotlight interviews, videos, testimonials, and newsletters as necessary;
- Performing other relevant duties as required.

### Terms of Payment

Payment to the Individual Contractor shall be for a total of 180 working days at Eur 100/day, as outlined in the *Duration of Assignment* table above.

The payment will be made on a monthly basis.

### Required Skills and Experience:

**Education:** Advanced university degree, preferably in international relations, social studies, adult learning, business administration, management, or a related field.

**Language, experience and computer skills:** Excellent English skills (written and spoken); Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools; Ability to effectively deal with stress occurring in heavy workload periods; Ability to meet deadlines; Collaborative working style; Experience in supporting the design, development and delivery of learning products, especially online learning, is a distinct advantage; Familiarity with communication, learning and social media tools is an advantage; Knowledge of additional UN languages is an advantage.

### Competencies:

**Professionalism:** Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.

**Communication:** Excellent written and spoken communication skills.

**Teamwork:** Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside the organization.

### 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>