

Vacancy No:	IC_011_2023
Post Title:	Individual Contractor - Communications Learning Collaborator (conditions of contract)
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development
Duty Station:	Home-based
Duration:	Up to a maximum of 180 days in a 12-month period
Remuneration:	140\$ per day
Deadline for applications:	03 December 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:

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany. This position is located within the Knowledge Centre for Sustainable Development of the UNSSC. The UNSSC Knowledge Centre for Sustainable Development (KCSD) is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the 2030 Agenda for sustainable development through learning, training and knowledge management. KCSD 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.

Responsibilities:

With the rapid expansion of activities, the KCSD needs an individual contractor who can provide continuous support during the development and delivery of the communications programmes for the development of materials, the monitoring of the learning platform and the online moderation/ facilitation of the programmes. The individual contractor will provide assistance to the UNSSC Knowledge Centre of Sustainable Development on course offerings related to the Resident Coordinator System, Results and Communications team within the Knowledge Centre for Sustainable Development.

The incumbent will report to the Learning Portfolio Manager and contribute to the design, development, promotion, coordination, delivery, monitoring and evaluation of learning programmes. The responsibilities of the individual contractor will include the following:

- Provide substantive advice and support to the portfolio team on the design, development, implementation, monitoring and evaluation of learning programmes and knowledge management activities in relation to deliverables for Communications courses, learning initiatives and products.
- Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- Using appropriate e-learning authoring tools, such as Articulate products, audio and video editing software, develop and update self-paced courses, modify, and design or redesign as needed.
- Provide support services to the administration and management of the online courses, including the outreach to and engagement with partner institutions and participants;
- Support outreach, marketing and communications activities; participates in the development of communications and marketing pieces, etc.
- Assist 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;
- Contribute 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;
- Provide support to online and virtual courses - setting up and hosting Zoom meetings, break out rooms and provide technical assistance in the roll-out of virtual events;

- Support the uploading and maintenance of e-learning programmes on UNSSC's Learning Management System (Moodle);
- Create, edit and manage content published on UNSSC KCSD online learning environments;
- Perform other relevant duties as required.

Terms of Payment

Payment to the Individual Contractor shall be for a total of 180 working days at USD 140/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 communications, 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>