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| <b>Vacancy No:</b>               | <b>IC_002_2024</b>  |
| <b>Post Title:</b>               | <b>Individual Contractor</b>  |
| <b>Organizational Unit:</b>      | <b>UNSSC Knowledge Centre for Leadership and Management (KCLM) - UNLOCK</b> |
| <b>Duty Station:</b>             | <b>Home-based</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>15 February 2024</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 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.

The Knowledge Centre for Leadership and Management (KCLM) at UNSSC contributes to forging a common UN leadership and management culture and fostering operational excellence 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. The UN Lab for Organisational Change and Knowledge (UNLOCK) operates within KCLM to

strengthen capacity of UN organisations and their staff to lead and manage change. It accomplishes this through learning programmes and case studies, offering advisory services on organisational transformation, and supporting organisational culture change. The UNLOCK initiative serves as a convener for UN change managers across the UN system and creates learning loops for people to better lead change. It provides thought-leadership around change management in inter-agency settings. UNSSC personnel supporting the UNLOCK project are based in Bonn, Germany and Turin, Italy.

## Responsibilities

Under the supervision of the UNLOCK Coordinator and the guidance of Change Specialists at the UNSSC Knowledge Centre for Leadership and Management (KCLM), the Individual Contractor will be responsible for the following duties:

1. Assist in the administration and roll-out of the Leadership Culture Assessments which includes:
  - project coordination and communication with participants
  - alignment of webinar session designs, presentations and virtual boards with team specific data
  - summary notes of working groups
2. Assist in the development and distribution of learning and reference material through web-based learning environments
3. Assist in the coordination, scheduling of consultants' inputs, webinar preparations and drafting of communications
4. Provide hosting support for web-based learning interventions and moderate web-based learning environments
5. Assist in facilitating learning session and knowledge processes; including:
  - Web-based learning activities
  - Formal and informal learning processes and events
6. Perform other relevant duties as assigned

## Required Skills and Experience:

**Education:** Master Degree in Social Sciences, Business Administration, Organizational Psychology or related degrees.

**Work Experience:** at least one year of experience in a related area.

**Language and other skills:**

1. **Fluency in English, French and Spanish, verbally as well as in writing** (the individual contractor will work with teams in all three languages);
2. Ease to use the suite of windows applications, Zoom and Teams.
3. Experience with collaboration tools such as Mural and Asana of advantage.
4. Ability to quickly summarize texts, particularly in Spanish and French.

**Competencies:**

**Professionalism:** Strong skills in academic research; writing; and an ability to effectively deal with stress during heavy workload periods;

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and Organising:** Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

**Technological Awareness:** Knowledge and experience of learning management systems and content authoring software. Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use new programmes (Zoom, Teams, Moodle, Mural, Rise etc.)

**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>