

Vacancy No:	VA/UNSSC/001/2024
Post Title:	Programme Assistant, G5 – 2 positions
Organizational Unit:	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:	09 February 2024

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.

UNSSC's Knowledge Centre for Sustainable Development (KCSD) was officially opened in January 2016 in Bonn, Germany. Its mission is to respond to the comprehensive learning, training, and knowledge management needs of UN staff and partners in the context of the 2030 Agenda for Sustainable Development as well as the Paris Agreement under the United Nations Framework Convention on Climate Change. The UNSSC Knowledge Centre for Sustainable Development, we are committed to facilitating catalytic learning across the UN system and beyond in support of sustainable development results.

The UNSSC KCSD designs and delivers knowledge, learning and training products to thousands of students each year. Learning formats range from in-person courses to online and hybrid learning experiences. This requires dedicated program support functions to assist in the volume and scope of administrative and logistical tasks

Responsibilities:

Reporting to the Learning Portfolio Manager, Knowledge Centre for Sustainable Development and within delegated authority, the Programme Assistant will provide programme support to the team in the following areas:

Administrative and logistic coordination of training activities

Specific duties include liaising with internal and external organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions for:

- recruitment and appointment of consultants
- travel arrangements
- identification of training venues
- authorization of payments
- disbursement of funds
- procurement of training services

Data and repository maintenance

Specific duties include:

- Compiling, summarizing and entering data on activity completion into UNSSC databases (CRM etc.)
- drafting related evaluation reports
- Identifying shortfalls in delivery, issues in training activity evaluations and presenting them to the attention of management.

Drafting and review of documents and correspondence

Specific duties include:

- Reviewing administrative documents, especially workshop related for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature
- Identifying inconsistencies; distributing documents to relevant parties upon approval
- Drafting activity budgets in Open ERP
- Drafting correspondence on training-related issues
- Preparing and updating periodic reports, briefing notes, logistical notes, graphic and statistical summaries, financial summaries etc.

Providing support to online training activities

- Administering webinars by conducting test-runs with speakers; communicating log-in processes to participants; delivering the UNSSC introduction and overview and providing technical support during webinar

delivery to speakers and participants including distribution of recording post webinar.

Training of junior colleagues

- Providing guidance and training to new/junior staff (and interns) on administrative procedures and webinar management.

Results Expected

Provide reliable administrative, logistical and programme support services. Process work and requisite follow-up with minimal supervision, seeking advice from and/or reporting to supervisor as needed. Ensure the accuracy and completeness of documentation submitted to the management. Accurately prepare reports. Consistently apply appropriate policies, rules, guidelines, procedures and practices. Liaise and interact effectively and in a timely manner with colleagues and concerned parties internally and externally

Required Skills and Experience

Education

Completion of high school or equivalent diploma.

Experience

At least 5 years of work experience years of experience in programme or project administration and logistical support, technical cooperation or related area. Experience in an international environment, especially a working environment similar to UNSSC, is an asset

Languages

English is the official working languages of the UNSSC. For the post advertised, fluency in oral and written English is required. Being able to communicate in German is an advantage.

Competencies:

Professionalism: In-depth knowledge of programme procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by

professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others. Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within the prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects;

meets timeline for delivery of products or services to client.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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>