



**UNITED NATIONS  
SYSTEM  
STAFF COLLEGE**

<b>Vacancy No:</b>	<b>AF/001/2024</b>
<b>Post Title:</b>	<b>Associate Fellow (2 positions)</b>
<b>Organizational Unit:</b>	<b>UNSSC Knowledge Centre for Sustainable Development</b>
<b>Duty Station:</b>	<b>Bonn, Germany</b>
<b>Duration:</b>	<b>until 31 December 2024 - extendable</b>
<b>Deadline for applications:</b>	<b>1 Mar 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.

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### **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.

The UNSSC Knowledge Centre for Sustainable Development (KCSD), 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 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:

Under the overall guidance of the Head of the KCSD, and the direct supervision of the Learning Portfolio Manager, the Associate Fellow will be responsible for, but not limited to, support various learning offerings of different portfolios and specifically support emerging learning offerings developed in partnership with UN agencies, funds and programmes in the areas of Sustainable Development, UN Country Programming and Climate and Environment

Specific responsibilities include:

### **Design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics, with a focus humanitarian-development- peace collaboration, UN country programming and climate and environment:**

- Be responsible for and support the design and development of assigned KCSD courses in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Provide input, monitor, steer and report throughout all phases of the learning management cycle for learning activities, from learning needs assessment to evaluation and reporting;
- Support the planning, coordination, marketing and communication of KCSD learning activities;
- Create, edit, and manage content published on UNSSC KCSD online learning environments;
- Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- Facilitate online courses and other learning events and foster participants' engagement;
- Organize and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Identify and liaise with speakers and partners;
- Prepare guiding questions and take video recordings of courses and resource persons, and create video content for e-learning activities, as necessary;
- Prepare and implement course promotion and communication plans; draft short stories, posts, and updates for the UNSSC website and related social media networks; record video interviews with participants and resource persons; and contribute to post-production (scripts, flow, messaging) and the dissemination of multimedia assets such as testimonial videos;
- Respond to queries related to assigned courses.

### **Knowledge Management:**

- Keeping current with trends, best practices, new technologies, and emerging innovations in the subject matter area, as well as in training and talent development more widely, and recommending scoped, relevant actions.
- Ensure wide dissemination, usage and tracking of KCSD knowledge products.

### **Administration and management of learning programmes:**

- Draft project proposals and budgets of training activities for review by the learning portfolio manager;
- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements, etc.
- Assist the learning portfolio manager in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Assist the learning portfolio manager in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of KCSD training activities;
- Assist the KCSD team in its activities by performing other related duties as required; f. Cooperate with internal administrative units

An annual work plan will provide details of specific responsibilities and expected results from the Associate Fellow.

### **Competencies:**

**Professionalism:** Solid understanding of the concept of sustainable development, 2030 Agenda, and the sustainable development goals; practical experience in project/programme management; knowledge and experience in instructional design and capacity development, good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field;

**Communication:** 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.

**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.

## Required Skills and Experience

This position requires the following:

### Education

A relevant postgraduate qualification in social sciences, development studies, political studies, international affairs, and other relevant areas. A solid knowledge of the concept of sustainable development is desirable. Knowledge of linkages of the framework humanitarian- peace- development and country programming in the context of sustainable development is an advantage. Knowledge of climate, environment and sustainability is a distinct advantage.

### Experience

At least two years of relevant experience in research, training, capacity development and/or programme management in the development context. Previous work experience in the UN System is an asset. Work experience in instructional design and e-learning is an asset.

### Languages

English is required; French is highly desirable. Knowledge of another UN language is an asset.

## 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>

**Conditions of Contract and Terms of Remuneration**

Available at [AF\\_001\\_2024](#)