

<b>Vacancy No:</b>	<b>VA/UNSSC/003/2024</b>
<b>Post Title:</b>	<b>Coordination Officer, P2</b>
<b>Organizational Unit:</b>	<b>Directorate</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>1 year; extensions are subject to satisfactory performance and availability of funds</b>
<b>Deadline for applications:</b>	<b>01 March 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.

\*\*\*

### **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.

Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, UNSSC is uniquely positioned above institutional silos and works in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture, as well as a shared understanding of the policy and operational challenges facing the UN, UNSSC helps the UN system drive sustainable change and results in line with the 2030 Agenda, the norms and principles of the United Nations in a continuously evolving and complex world.

With over 150 courses per year, and other learning opportunities such as conferences and workshops, UNSSC focuses on three main areas of the UN 2 operation: peace and security, sustainable development, and the reform of the UN system.

The position is located in the Office of the UNSSC Director (Directorate) which provides overall strategic guidance and management to the rest of the Organization.

### **Terms of reference:**

Under the direct supervision of the UNSSC Director, the Coordination Officer provides support and coordination on all issues requiring an institutional approach and follow-up.

Regular contacts include government officials, local authorities' representatives, senior UN officials, other International Organizations, academic institutions and civil society members.

The Coordination Officer works closely with the senior management team, cooperates with all units at UNSSC, and acts as liaison between the Directorate and the rest of the College, as required.

In accordance with the established UNSSC policy and procedures, the incumbent will focus her/his role on strategy development, policy advice, communication and management of the Director's institutional activities in support of the implementation of UNSSC's mandate and the attainment of its goals.

More specifically, the responsibilities of this position include:

#### **Management Support Assistance:**

- Assist in managing the Directorate's activities, aligning with the strategic vision and guidance provided by the Board of Governors.
- Identify management issues for the Director/Senior management's attention, suggest potential solutions, and assist in monitoring and implementing institutional decisions.
- Address sensitive internal management issues and/or external partner relations under guidance.
- Contribute to written outputs by collecting information from various sources, ensuring content accuracy and adherence to guidelines.
- Assist the Director in interactions with high-level external partners; maintain working relations with officials of government, local institutions, or civil society organizations as directed. Act as a representative for the Office of the Director when required, and help in coordinating meetings, events, and official functions for the Director.

### **Policy and Strategy Support:**

- Provide assistance in preparing institutional programming, planning, and reporting documents, such as strategic plans and performance reports, under the direction of the Director and relevant internal units.
- Support the development of internal policies, working closely with internal stakeholders.
- Assist in the implementation of system-wide initiatives within the organization.

### **Support Role to the UNSSC Board of Governors:**

- Assist in the coordination of the appointment and renewal process for Board Members in collaboration with the director and the CEB Secretariat.
- Help in preparing the list of documents for Board meetings, suggesting agenda items based on previous Board decisions.
- Facilitate the gathering of inputs from staff, ensuring they meet organizational policies and guidelines, and are consistent and accurate.
- Assist in preparing meeting minutes and contribute to the disciplined follow-up of decisions.

### **Perform other duties as required.**

#### **Competencies:**

**Professionalism:** good knowledge of institutional mandates, policies and guidelines of the UN system, and intergovernmental processes. Ability to work independently, formulate options and make conclusions and recommendations.

**Planning and organizing:** ability to establish priorities and to plan work assignments, ability to work under pressure of tight deadlines.

**Communication:** strong communication skills (spoken and written), including the ability to produce a variety of written reports in a clear and concise style.

**Client orientation:** considers all those whom services are provided to be “clients” and seeks to see things from clients’ point of view; established and maintains productive partnerships with clients by gaining their trust and respect.

**Teamwork:** excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

## Qualifications required

### Education:

Advanced university degree (Master's degree or equivalent) in social or political science, business administration, international relations, management or related fields from an accredited educational institution.

A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience:

- Minimum of two years of experience in the provision of executive support, coordination roles, administration and management, human resources, or related areas (mandatory)
- Experience in the UN system (mandatory)
- Experience with liaising directly with senior officials of the UN Common system (desirable)
- Experience with UN protocol, and with coordination of governing bodies (desirable)

### Languages:

Fluency in oral and written English is required. Knowledge of another UN official language is desirable

## 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>