

Vacancy No:	VA/UNSSC/007/2024
Post Title:	Associate Learning Officer (e-learning), P2
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:	29 March 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.

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 UNSSC KCS D 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 supervision of the Head of the UNSSC Knowledge Centre for Sustainable Development, with guidance from the Learning Portfolio Managers, the Associate Learning Officer will be responsible for the following duties:

- Working with internal and external key clients, partners and resource persons to contribute to learning programme design, development, coordination and evaluation functions, and to align learning outcomes, learning experience design components, and timelines.
- Using appropriate eLearning authoring tools, such as Articulate products, graphic design, audio and video editing software (e.g. Adobe Creative Cloud) to design, modify or re-design learning resources that are creative and engaging for learners.
- Developing and managing online learning resources and reference material delivered through customized learning environment course structures.
- Managing the development of UNSSC's Sustainable Development Knowledge Bank, including planning and coordinating eLearning development projects with external production vendors and in-house portfolio teams.
- Applying sound instructional design principles, ensuring application of sound andragogical and pedagogical principles to eLearning development projects based on learner/client characteristics.
- Providing substantive inputs through the entire life cycle of learning programme design and eLearning product development from vision to delivery.
- Ensuring the quality and accuracy of online courses by reviewing modules, course descriptions, documents, and learning platforms to high pedagogical standards.
- Identifying issues that require attention and recommending solutions whilst tracking follow-up actions.
- Assisting in the facilitation of learning and teaching activities, including workshop delivery, webinars, retreats and other formal and informal events.
- Carrying out research on emerging trends, reviewing relevant documents and

reports and keeping abreast of topics related to learning and instructional design.

- Engaging with software providers and developers to explore new solutions for online learning and refresh the suite of tools available to colleagues (including Generative Artificial Intelligence (AI) tools), whilst maximizing the potential of existing technologies.
- Developing and implementing assessment methods to measure the impact and effectiveness of learning programmes and to gather insights for continuous improvement.
- Providing administrative, technical, and substantive support to consultations, meetings and conferences.
- Undertaking outreach, marketing and communications activities such as the development of materials and delivery of role-related presentations in the promotion of the College's work.
- Contributing to Knowledge Management processes for internal and external use.
- Perform other related duties, as assigned.

Required Skills and Experience

Education

A first-level university degree in instructional design, educational technology, adult learning or a related field.

Experience

- A minimum of two years of progressively responsible experience in project/programme management in the field of learning and training, knowledge management, or a related area (required).
- Demonstrable experience of eLearning authoring tools such as Articulate, graphic design, audio and video editing tools (e.g. Adobe Creative Cloud) (required)
- Solid experience in relating with external and internal clients, partners and stakeholders (required).
- Experience in providing capacity development support in the United Nations or an international organization (desirable).

Languages

Fluency in English is required. Knowledge of another UN official language is an asset.

Competencies

Professionalism: Solid understanding of adult learning and training theories, concepts, methodologies and approaches; 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.

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>