

<b>Vacancy No:</b>	<b>VA/UNSSC/008/2024</b>
<b>Post Title:</b>	<b>Associate Learning Officer (Climate, Environment and Economics), P2</b>
<b>Organizational Unit:</b>	<b>Knowledge Centre for Sustainable Development</b>
<b>Duty Station:</b>	<b>Bonn, Germany</b>
<b>Duration:</b>	<b>1 year; extensions are subject to satisfactory performance and availability of funds</b>
<b>Deadline for applications:</b>	<b>10 April 2024</b>

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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 UNSSC 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 supervision of a Learning Portfolio Manager in the UNSSC Knowledge Centre for Sustainable Development, and with a focus on Climate and Environment, the Associate Learning Officer will support the KCSD Climate, Environment and Economics Portfolio. In particular, she/he will proactively coordinate and support courses and offerings in the areas of Climate Change, Disaster Risk Reduction, Triple Planetary Crisis.

In addition, he/she will work alongside the Learning Portfolio Manager to ensure oversight and coordination within the Climate, Environment and Economics portfolio of offerings with regards to overall deliverables, development of new offerings, workload distribution among team members, monitoring of substantive developments for the team to be aware of and other duties, thus contributing to a cohesive and coordinated team approach to the overall portfolio workplan.

In light of the above, in particular, she/he will perform the following duties:

- Working with key clients, partners and resource persons to contribute to learning programme design, development, coordination and evaluation functions
- Contributing to the synchronous and asynchronous delivery of selected learning programmes (see above)
- Contributing to Knowledge Management processes for internal and external use,
- Perform other related duties, as assigned.

## 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

### Education:

- Advanced degree in political science, public policy, law, economics or equivalent relevant field.

**Experience:**

- At least 2 years of relevant experience in the area of learning for sustainable development (mandatory).
- At least 2 years' experience in the development of learning offerings on climate, environment and related areas (mandatory).
- Proven work experience in instructional design and online course creation (mandatory)
- Experience in facilitating courses in online and face to face environments for UN and non-UN audiences (mandatory).
- Familiarity with the UN Development System (mandatory). A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development goals and ability to apply sustainable development concepts and approaches in the design of learning products.

**Language:**

Excellent knowledge of English is essential. Knowledge of other official UN languages is an advantage.

**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>