

Vacancy No: **AF/002/2024**
Post Title: **Associate Fellow– Administrative Support**
Organizational Unit: **UNSSC Knowledge Centre for Leadership and Management**
Duty Station: **Turin, Italy**
Duration: **Initial contract until 31 December 2024, extended on a yearly basis based on satisfactory performance**
Deadline for applications: **03 May 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 UN System Staff College is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work 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, we help the UN system deliver for the 2030 Agenda.

In Fall 2017 the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

These positions are located at UNSSC's Headquarters in Turin, assigned to the Knowledge Centre for Leadership and Management. The Associate Fellows (support functions) integrate into the pool of personnel providing programme support to a wide range of activities different learning portfolios or, alternatively, report to a specific Learning Portfolio Manager for efficiency reasons based on annual work plans and assignments.

The focus of these positions is in undertaking support functions: all training and learning activities require numerous administrative and logistic arrangements, as well as coordination, irrespective of whether they are planned to take place online, in Turin or elsewhere.

Terms of reference:

Under the supervision of the Senior Manager, KCLM Team, or under delegated authority by a Learning Portfolio Manager, and in close collaboration with relevant members of the KCLM team, the Associate Fellow (support functions) is specifically responsible for the following:

- Provide full administrative and logistical support to preparation of training activities including responding to incoming communications, preparing contracts for resource persons, organizing travel, preparing purchase requests, drafting and word processing of reports and communications either on own initiative or on instruction from team members.
- Facilitate webinars for participants in online and blended courses.
- Provide typing and editing of correspondence and documents, training material, supporting documents for training activities and outputs for participants.
- Assist in making arrangements for workshops, including booking of facilities and equipment, liaising with service providers, preparation of course material, attendance lists and agenda, approval and correspondence with participants and any follow-up action.
- Provide liaison between resource persons, participants and the College's services or the selected venue as well as secretarial support during training activities.
- Organize missions for UN staff and process Travel Claims;
- Contribute to needs assessment, evaluation and reporting on learning activities.
- Perform other duties as required.

Qualifications required

High school diploma or equivalent is required.

Work experience

At least 1 year of relevant professional experience. Experience in the logistical support to face-to-face and online meetings and workshops and/or training events highly desirable; Experience with online communication tools (Zoom, MS Teams, etc.) is an asset.

Competencies:

Professionalism: Good working knowledge of international business practices as well as best value for money concept and methodology, expertise in handling administrative tasks in the context of UN policies and standards; demonstrates professional competence and 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.

Judgment and Decision-Making: Sound judgement in applying technical expertise to resolve a range of issues/problems.

Planning and Organizing: Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

Communication: Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on administrative-related matters and prepare written documents, contracts, reports, etc. in a clear, concise style.

Accountability: Takes ownership of all responsibilities and honours commitments; operates in compliance with organizational regulations and rules.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; 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.

Technological Awareness: Actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

Languages:

Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

Other Skills:

Good communication skills, a task- and result-oriented approach and ability to prioritize tasks and organize work. Good computer skills. 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.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (template available at <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>

N.B: Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Conditions of contract and terms of remuneration

Available at AF_002_2024