

Vacancy No:	VA/UNSSC/015/2024
Post Title:	Associate Learning Officer (Data and Evaluation), P2
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management
Duty Station:	Turin, Italy
Duration:	364 days (Temporary Appointment)
Deadline for applications:	12 June 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.

UNSSC's Knowledge Centre for Leadership and Management (KCLM) is composed by a multidisciplinary team of highly committed learning and change management professionals seeking to enable UN organizations to define and embrace a new management and leadership culture. To achieve this KCLM pursues strategic partnerships and provides UN staff with unique knowledge pieces, advisory services, and world-class blended learning opportunities in core professional competencies, management, leadership, organizational development, and innovation skills aligned with and building on the UN System Leadership Framework approved by the UN System Chief Executives Board (CEB) for Coordination.

Responsibilities

Under the supervision of a Learning Portfolio Manager in the UNSSC Knowledge Centre for Leadership and Management (KCLM), and with a focus on data and evaluation activities, the Associate Learning Officer will perform the following duties

- Contributing to programme mapping, scoping, and curriculum development emphasizing good practice for pedagogical quality, relevance, and effectiveness;
- Contributing to the design, analysis and reporting of needs assessments, as well as learning and impact evaluations;
- Providing input to the development of long-, mid-, and short-term programmatic and learning objectives
- Providing full technical support during preparation, delivery of training activities and events (in virtual, F2F, blended or hybrid formats), including testing new web- based technologies to be used in the social learning spaces and contributing to enhance participants' learning experience;
- Contributing to coordinating and engaging directly in administrative arrangements for training activities, including preparation of course material, attendance lists and agenda, responding to incoming communications, correspondence with participants and resource persons, drafting and word processing of reports, and any additional preparatory and follow-up actions as required;
- Monitoring online courses and helping solve any technical problems that participants may encounter;
- Organizing and facilitating training and learning activities, including on line and face-to-face seminars, webinars, workshops and other formal and informal learning processes and events for UN and Affiliated Organizations staff in the field of leadership and management;
- Participating in and making presentations on assigned topics/activities;
- Drafting training proposals and concept papers (based on the requests and needs from clients and partners, as well as based on proactive research);
- Working with key clients, partners, sponsors, donors and resource persons to facilitate the development, implementation and evaluation of assigned learning products;
- Curating and developing content, e-learning courses components, training videos, user guides, and other materials;
- Contributing to administering and managing UNSSC learning platforms (Moodle) and the design of online courses, development and distribution of learning and reference material through web-based learning environments;
- Carrying out basic research and learning analytics on selected aspects of learning programmes, delivery methods and other aspects connected to digital learning processes and activities;
- Contributing to data-related functions, including assistance with design and dissemination of data collection tools; analyzing responses, identifying patterns and issues, and preparing preliminary conclusions.
- Contributing to outreach, marketing and communications activities; which may include amongst other tasks participating in the development of communications

and marketing pieces, social media campaigns and assets, and delivering presentations;

- Providing input to budgeting processes;
- Performing other related duties, as assigned.

Required Skills and Experience

Education:

- Advanced University degree in preferably in international relations, social studies, adult learning, business administration, management, or a related field.

Experience:

- At least 2 years of progressively responsible experience in managing learning and training projects/programmes in the field of data and evaluation (mandatory).
- Experience with e-learning authoring software (e.g. Articulate RISE), learning management systems and online meeting and web conferencing tools (e.g. Zoom, Microsoft Teams) (desirable).
- Previous working experience in the UN System (desirable).

Languages:

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

Competencies

Professionalism: Solid understanding and experience in learning design and technology-enhanced learning; solid knowledge and experience in instructional design and e-learning content development. Demonstrated professional competence and experience in areas related to data analytics and evaluation.

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.

Technological Awareness: Knowledge and experience of learning management systems and content authoring software. Understanding of applicability and limitation of technology to the work of the office and experience on the application of technology to support learning and training intervention.

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>