Vacancy No:	**VA/UNSSC/021/2024**
Post Title:	**Associate Learning Officer (Instructional Design), P2**
Organizational Unit:	**UNSSC Knowledge Centre for Leadership and Management**
Duty Station:	**Turin, Italy**
Duration:	**364 days (Temporary Appointment)**
Deadline for applications:	**17 October 2024**

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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.

UNSSC's Knowledge Centre for Leadership and Management (KCLM) is composed of 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.

Terms of Reference

Under the supervision of the Chief Instructional Designer in the UNSSC Knowledge Centre for Leadership and Management, the Associate Learning Officer will perform the following duties:

Instructional Design:

- Review content and supporting material for e-learning/online course development request. Identify intended learning outcomes.

- Works with key clients, partners and resource persons to align on learning outcomes, learning experience design components, and timelines to meet clients' specific needs.

- Apply sound instructional design principles, ensuring application of sound pedagogical and andragogy principles to e-learning development projects based on learner/client characteristics; culture, context and circumstances, as appropriate. Match content and subject matter materials to intended learning outcomes. Identify additional learning materials, strategies and methods required.

- Apply fundamental research theory and skills in writing and editing instructional design products/tools.

- Ensures quality and accuracy of e-learning/online courses by reviewing the self-paced modules, course websites, documents, and learning management portals for pedagogical quality and effectiveness.

- Using appropriate e-learning authoring tools, such as Articulate products, audio and video editing software, update self-paced courses, modify, and design or redesign as needed.

- Analyze the characteristics of existing and emerging technologies and their use in an instructional environment.

- Provides a blend of instructional design expertise and technical proficiency with AI technologies to create engaging, effective, and scalable learning solutions.

- Stay Current with AI Trends: Continuously research and stay updated on the latest AI advancements and trends in instructional design to ensure our training programs are at the cutting edge of technology.

- Collaboration and Support: Work closely with subject matter experts, multimedia designers, and IT specialists to integrate AI technologies seamlessly into the instructional design process.

- Quality Assurance: Ensure the quality and accuracy of instructional materials by using AI tools for content validation, plagiarism detection, and language refinement.

- Provides substantive support for learning programme design, development, coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in needs assessment, learning and impact evaluations, as well as research activities and studies.

- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.

- Undertakes outreach, marketing and communications activities; participates in the development of communications and marketing pieces, etc.; participates in and makes presentations on assigned topics/activities.

E-learning Project Management:

- Provide substantive inputs through the entire life cycle of learning design and e-learning products development from vision to delivery and function as Project coordinator.,

- Coordinates the various production activities required to implement assigned e-learning project.

- Plan and manage multiple instructional design contracts and e-learning development projects with external production vendors and in-house elearning development team.

- Promote collaboration and communication with project teams - developers, instructional designers, and graphic artists, audio recording studio, as appropriate

- Establish quality assurance standards for learning design, elearning/online course products development and delivery.

Facilitating and Enhancing Course Delivery

- Collaborate closely with the Chief Instructional Designer and subject matter experts to design, develop, and deliver both synchronous and asynchronous online courses, as well as face-to-face/in-classroom courses.

- Enhance Face-to-Face Course Delivery: Support the delivery of in-classroom courses by facilitating engaging and effective learning experiences.

- Collaborate with Subject Matter Experts: Work with subject matter experts to create comprehensive and accurate instructional materials for various learning formats, including online and face-to-face courses.

- Review and Update Content: Regularly review existing course content and make necessary updates to ensure accuracy, relevance, and alignment with learning objectives.

- Facilitate Online Learning: Assist in the delivery of live online sessions, including participant engagement and troubleshooting any issues that may arise.

- Evaluate and Improve Course Effectiveness: Gather and analyze feedback from learners and stakeholders to continuously improve the quality and effectiveness of course content and delivery methods

Core 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; proven experience in learning ecosystem design. Demonstrated professional competence and mastery of subject matter.

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: Solid 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.

Experience in LMS system administration and online meeting and web conferencing tools (e.g. Zoom, WebEx) is an asset.

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 University degree in adult learning, instructional design, educational technologies and related social sciences.

Experience

At least 2 years of working experience in LMS setup and administration (required).

At least 2 years of working experience in e-learning instructional design and development (required). Solid knowledge of and experience in e-learning authoring software (e.g. Articulate Storyline, Adobe Captivate, etc.), content management and curation (required). Previous working experience in the UN System is an asset.

Languages

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

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