



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	AF_009_2024
Post Title:	Associate Fellow
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany, Full-time, in-person
Duration:	until 31 December 2025, extendable subject to satisfactory performance and availability of funds
Deadline for applications:	11 December 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

With its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), the Staff College is a centre of excellence for training and knowledge management of the UN system. Each year, we offer learning initiatives that reach over 10,000 beneficiaries through residential courses, distance-learning, strategic exchanges and seminars.

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff and stakeholders with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as at the regional and country levels. 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 Knowledge Centre for Sustainable Development (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 overall guidance of the KCSD Head of Office, and the direct supervision of the Learning Portfolio Manager leading the Governance, Partnerships and Digital Transformation (GPDT) Portfolio, the Associate Fellow will be responsible for, but not limited to, the following tasks to support KCSD learning, training and knowledge management:

Project Management for Learning Programmes (70%):

- Support the implementation of the full project cycle for each learning program, including:
 - Research and prepare information for project proposals and budgets of training activities for review by the learning portfolio manager;
 - Research and prepare information for contracts, agreements and other documents for clients and suppliers, for review by the learning portfolio manager;
 - Draft correspondence and administrative documents, such as minutes, reports, etc.;
 - Draft project objectives and goals and help identify tasks, timelines, risks, roles and results with the project team;
 - Participate and initiate regular project progress check-ins with project team to unblock bottlenecks and ensure learning programs are on track;
 - Identify when learning programme is behind schedule or below standard, and proactively communicate with project team for problem solving;
 - Ensure that project management software is updated and reflects the current progress of the learning programme;
 - Work with the project team to identify all key stakeholders including suppliers, speakers, and vendors and their role in the learning programme and draft terms of reference for their engagement;
 - Support participant management in CRM;
 - Extract data from online databases and project management software to prepare reports on learning programme progress and results;
 - Participate in project review processes to improve future learning programme implementation;
- Coordinate with internal administrative and operational units as necessary for successful course implementation;
- Assist the portfolio team and KCSD in its activities by performing other related duties, as required.

Support training and learning activities on sustainable development themes and topics (30%):

- Assist in the delivery of assigned KCSD courses in a variety of formats (virtual classroom training, online courses, mobile learning, in-person, etc.);
- Provide input and assistance throughout all phases of the learning management cycle for assigned KCSD online learning activities, from learning needs assessments to evaluation and reporting;
- Support facilitation of online courses, webinars and other learning events and foster participants' engagement;
- Assist the training team with researching and preparing materials, supporting participants and the setting up of the training space for face-to-face trainings;
- Create online, digital content for e-learning modules including, audio-visual content, interactions, lessons, quizzes and assignments, modules, etc.;
- Manage e-learning systems and participant enrolment on UNSSC Learning Management Systems (Moodle);
- Create, edit, and manage content published on UNSSC KCSD online learning environments.
- Prepare and implement course promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks, and contribute to post-production;
- Support the portfolio and KCSD with any other required tasks and respond to queries related to assigned courses.

An annual work plan will provide details of specific responsibilities and expected results from the Associate Fellow.

Competencies:

Professionalism: Demonstrates professional competence and mastery of project and/or programme management; Strong logic and problem-solving skills; willingness to keep abreast of new developments and technologies in project/programme management; 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

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.

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 objectives before personal objectives; 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.

Required Skills and Experience

Education

A relevant post graduate degree in business administration, management, entrepreneurship, management, instructional design, adult learning, education technologies, sustainable development or other relevant areas..

Certification in Prince2, PMP, PMI or other project management certification is highly desirable.

Experience with project management software (e.g. Asana, Trello, MS Project, etc.) is highly desirable.

Experience

A minimum of 2 years of relevant experience in the area of project management, project implementation, management, operations, online learning, capacity building or training. Experience with project management software and tools is highly desirable.

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>

Conditions of Contract and Terms of Remuneration

Available at [AF_009_2024](#)