UNITED NATIONS SYSTEM STAFF COLLEGE

Vacancy No:	**AF_010_2024**
Post Title:	**Associate Fellow**
Organizational Unit:	**Knowledge Centre for Sustainable Development (KCSD)**
Duty Station:	**Turin, Italy – Full time, in person**
Duration:	**until 31 December 2025; extensions are subject to satisfactory performance and availability of funds**
Deadline for applications:	**03 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.

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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) 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 RC system, country programming , results based management and communications 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 (50%):
Design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics with a focus on UN repositioning, RC system and UN country programming.

- 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; o 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 (50%):

- 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-toface 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);
- Support the creation of multimedia learning related materials, including storylines and scripts (eg. Video editing, animation and podcasts)
- 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: 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;

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

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.

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

This position requires the following:

Education

A relevant post graduate degree in business administration, management, entrepreneurship, management, education technologies, social sciences, international relations, sustainable development or other relevant areas.

- Knowledge of video editing applications such as TechSmith Camtasia Studio and Riverside is highly desirable.
- Knowledge of linkages of the RC system processes and country programming in the context of sustainable development is an advantage.

Experience

At least two years of relevant experience in research, training, capacity development and/or programme management in the development context. Previous work experience in the UN System is an asset. Work experience in instructional design and e-learning is an asset.

Languages

English is required; French is highly desirable. Knowledge of another UN 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_010_2024