

Vacancy No:	VA/UNSSC/027/2024
Post Title:	Associate Learning Officer (Country Programming), P2
Organizational Unit:	Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany
Duration:	364 days (Temporary Appointment)
Deadline for applications:	17 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

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), 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 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.

Terms of reference

Under the supervision of a Learning Portfolio Manager in the UNSSC Knowledge Centre for Sustainable Development, the Associate Learning Officer will support the programmes in the UNSSC KCSD Resident Coordinator System, Results and Communications Portfolio. She/he will primarily coordinate and support courses and offerings in the areas of results-based management as well as UN inter-agency and agency-specific country programming. In particular, the Associate Learning Officer will perform the following duties:

Contributing to the design, development, coordination and evaluation of training and learning activities on sustainable development related topics, with a focus on results-based management and/or UN country programming, including by working with key clients, partners and resource persons:

- Contribute to programme mapping, scoping and curriculum development, emphasising good practice for pedagogical quality, relevance, and effectiveness.
- Contribute to the design, analysis and reporting of needs assessments, as well as learning and impact evaluations.
- Provide input to the development of long-, mid-, and short-term programmatic and learning objectives.
- Ensure quality and accuracy of selected learning programmes by reviewing modules and related reference material.
- Engage with potential and current resource persons to expand and ensure diversity/quality of training rosters.
- Coordinate cohorts/editions between a range of programmes, with a particular focus on the alignment of resource persons, faculty, and timelines.
- Undertake outreach, marketing and communications activities and participate in the development of communications and marketing pieces.
- Participate in and make presentations on assigned topics/activities.
- Draft training proposals and concept papers based on the requests and needs from clients and partners, as well as based on proactive research.
- Participate in field missions, including by providing substantive and administrative support, data collection, etc.

Contributing to the synchronous and asynchronous delivery of selected learning programmes:

- Prepare, coordinate, facilitate and deliver learning sessions and knowledge processes in the framework of workshops, online learning activities, webinars, self-paced modules, retreats and other formal and informal learning processes and events as required.
- Coordinate and review content published on online learning environments.
- Support the design, development and distribution of selected learning and reference material.
- Monitor and analyse specific aspects of programme/project development and implementation.
- Provide administrative and substantive support to consultative and other meetings, conferences, etc., including by proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, handling logistics, etc.

Contributing to knowledge management processes and development of knowledge products for internal and external use:

- Keep current with trends, best practices, new technologies, and emerging innovations in the subject matter area, as well as in training and talent development more widely, and recommend scoped, relevant actions.
- Participate in communities of practice to contribute to collaboration and alignment across teams on learning experiences.
- Partake in the development and maintenance of standardised guidebooks/job aids/promotional pieces on process, good practices, and lessons learned.

Performing other related duties, as assigned.

Competencies

Professionalism: Has a deep understanding of the concept of sustainable development, 2030 Agenda for Sustainable Development and the Sustainable Development Goals; a solid grasp of results-based management and its application in practice within the UN system; experience in facilitating UN inter-agency processes; experience in programme/project 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.

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.

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; shows respect and sensitivity to differences in gender, culture, religious faith and ethnicity.

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; 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 degree in political science, public policy, law, economics or equivalent relevant field.

Experience

- At least 2 years of professional experience participating in UN inter-agency and/or agency-specific country programming processes (required).
- At least 2 years of experience in capacity building and/or coordinating for UN staff in areas related to results-based management and/or country programming (required).
- Demonstrated knowledge and understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals, and the UN development system and its structures at the global, regional and country levels (required).
- Demonstrated ability to establish and maintain partnerships with a wide range of stakeholders, including representatives from government, international organizations, CSOs, academia and other partners (required).
- Experience in facilitating inter-agency meetings and coordinating inter-agency platforms at the country level (desirable).
- Experience in instructional design and online course creation (desirable).

Language

- Excellent knowledge of English is essential. Knowledge of and ability to deliver learning programmes in other official UN languages is considered 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>