



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	AF/003/2025
Post Title and Level:	Associate Fellow – Communications and Social Media Support
Organizational Unit:	This position is housed in the Communications and Outreach team but also contributes to Digital Learning Services and the Knowledge Centre for Leadership and Management.
Duty Station:	Turin, Italy
Duration:	1 year, extendable
Deadline for Applications:	14 February 2025

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 has a presence on various social media platforms, including Facebook, Twitter, Instagram, and LinkedIn. These platforms serve multiple purposes, primarily to communicate the brand value of UNSSC, its contribution to the overall UN system, and to promote the learning opportunities offered by the College's programmatic teams. A key online learning platform which UNSSC offers is the [Blue Line](#) for self-directed online learning.

Responsibilities/Deliverables:

For the Communications Team (60%)

- Develops and maintains social media calendars to facilitate effective social media planning in alignment with the requirements of programme colleagues and the Communications team.
- Plans, drafts and curates high-quality posts in English for UNSSC social media channels, guaranteeing coherence and consistency of the digital presence, including posting advertisements on referral websites.
- Works with colleagues from across UNSSC to provide support on the research and production of materials for social media and the website.
- Coordinates the effective use of Mailchimp to support UNSSC marketing.
- Handles procurement for the communications team and other related tasks as needed.

For the Knowledge Centre for Leadership and Management (20%)

- Contributing to the development and execution of communication campaigns to promote the contribution of Knowledge for Leadership and Management (KCLM) to the UN system.
- Assists in the production and dissemination of communication materials, such as news stories, press releases, newsletters, social media posts, and brochures, focusing on leadership and management topics, as per guidance, requests and instructions received from the KCLM team.

For the IBC Digital Learning Services (20%)

- Contributing to the development of communications content for the Blue Line and managing the interaction with its audience effectively.
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- Develops and implements content plans for the Blue Line newsletter and collaborates with team members and internal and external partners to produce a variety of Blue Line-specific content pieces such as articles, news updates, social media posts, and tailored insights. Regularly maintains and segments the Mailchimp audience list based on available corporate analytics, alongside analysing engagement metrics, to inform and optimize future content and design.

Qualification requirements

Education

A relevant postgraduate qualification in communications, international affairs or a related field.

Experience

At least one year of professional experience relevant to the role in communications. Previous work experience in the UN system is an asset.

Languages

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

Competencies

Professionalism: Proven knowledge and experience in the fields of innovation, learning design, digital learning, and instructional design. Excellent attention to detail and quality of work. Proven experience in applying judgment in the context of assignments given, planning own work and managing conflicting priorities. Proven research capacity and ability to meet deadlines. Experience in public relations, digital communication and marketing is an asset.

Communication: Speaks and writes clearly and effectively, with an excellent command of the English language; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and demonstrates openness in sharing information and keeping people informed.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization; works collaboratively with others to achieve organizational goals; is flexible and adaptive, with a 'can-do' attitude; is willing to learn from others; places team agenda before personal agenda; 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; 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; delivers products or services to clients timely.

Conditions of Contract and Terms of Remuneration

Available at [AF_003_2025](#)