



**UNITED NATIONS  
SYSTEM  
STAFF COLLEGE**

<b>Vacancy No:</b>	<b>AF/004/2025</b>
<b>Post Title and Level:</b>	<b>Associate Fellow – Assessments and Coaching Team</b>
<b>Organizational Unit:</b>	<b>UNSSC Knowledge Centre for Leadership and Management (KCLM)</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>Until 31 December 2025 - extendable</b>
<b>Deadline for applications:</b>	<b>20 February 2025</b>

*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.*

### **Organization Context:**

Established by the UN General Assembly in 2002, 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 Knowledge Centre for Leadership and Management (KCLM) seeks to consolidate UNSSC expertise and insight in management and leadership development, and align it with the UN System Leadership Framework; the UN Values and Behaviors Framework; and the UN 2.0 Policy Brief. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills.



The services offered by the Assessments and Coaching Team (ACT) across the UN are essential to further fostering leadership excellence and capacity-building within a diverse and complex global workforce. By providing tailored assessments and coaching services, the Centre supports the alignment of individual and organizational performance with the strategic priorities of the UN, including the United Nations System Leadership Framework (UNSLF); the UN Values and Behaviors Framework; and the UN 2.0 Policy Brief, while addressing emerging leadership and management challenges in a rapidly evolving operational environment.

## **Responsibilities**

The incumbent will serve as an Associate Fellow in the newly developed Assessments and Coaching Team (ACT).

The specific tasks of the Associate Fellow are:

### **1. Assist with the development of coaching services**

- Coordinate with external coaches to administer coaching sessions to participants/clients;
- Develop and maintain a roster of coaches with recommendations of their particular strengths and suitability;
- Support the ACT Coaching Focal Point with the distribution of coaches to the various coachees in the ACT Programmes and ensure a quality match between coaches and coachees;
- Facilitate the collection, analysis and dissemination of feedback from participants and coaches, contributing to programme evaluation and iterative improvement.

### **2. Coordination/delivery of 360-degree Assessments**

- Oversee the planning, execution, and follow-up of 360-degree assessment exercises for diverse programmes and participant groups;
- Liaise with assessment providers to ensure seamless delivery, troubleshooting, and quality assurance of all assessment-related activities;
- Develop and implement mechanisms to support participants in understanding and leveraging assessment results for professional growth.

### **3. Contribution to training and learning initiatives**

- Facilitate the delivery of online and face-to-face training courses, workshops and learning events by coordinating logistical arrangements, such as invitations, participant registration, preparation of attendance lists and ensuring smooth technical setup;



- Develop and maintain detailed course outlines and activity plans using Moodle Workplace and other digital platforms, ensuring clarity and consistency across training materials.
- Coordinate and support the execution of training and coaching sessions by managing communication with participants, addressing logistical needs and assisting with the preparation and dissemination of training materials;
- Contribute to the organization of post-training evaluations by consolidating participant feedback and assisting with reporting and analysis to inform programmatic improvements;
- Support coordination of event logistics, including arrangements for transportation, catering and hospitality services, while ensuring all activities align with programme standards;
- Act as a focal point for participants during training activities, providing timely information and addressing queries to ensure a seamless learning experience.

**4. Support UNSSC information management tools**

- Facilitate the enhancement of information management systems to ensure effective tracking and reporting on assessment and coaching activities, maintaining accurate and comprehensive records;
- Contribute to the development of knowledge products, such as reports, dashboards, and guidance documents to support informed decision-making by senior leadership;
- Support coordination of responses to inquiries regarding assessments and coaching activities, ensuring timely and accurate communication with internal and external stakeholders.

**5. Strategic Development of Assessments and Coaching Portfolio**

- Conduct research and contribute insights on emerging trends and best practices in leadership assessments and coaching to inform programme innovation;
- Collaborate with resource persons and external partners to design and refine assessment and coaching initiatives that address the evolving needs of the UN System;
- Support the development and strengthening of strategic partnerships, including with academic institutions and coaching networks, to enhance the offerings of the Assessments and Coaching Team.

**5. Perform any other job-related activity as required.**

**Competencies:**

**Professionalism:** Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to



the demands of varied audiences. 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.

**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.

**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.

**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.

**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; tailoring language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

### Required Skills and Experience:

#### Education:

Advanced university degree (Master’s degree or equivalent) in human resources, organizational development, psychology, or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Experience:

- At least 3 years of work experience in programme or project administration, technical cooperation or related area. Experience in an international environment, especially a working environment similar to UNSSC, is an asset;
- Proven experience in designing, implementing, and evaluating assessments and coaching programmes. Academic and/or professional certification in coaching will be an advantage.
- At least 2 years of work experience in the administration of common psychometric, performance and personality assessment tools, such as 360-



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degrees performance assessments and personality assessments (such as DiSC, Belbin, MBTI, etc.).

- User-level experience across various common web-based corporate management environments, including: Enterprise Resource Planning (ERP) systems such as Open-ERP, Customer Relationship Management (CRM) platforms such as Salesforce, and Moodle Learning Management System (LMS).
- Ability to use Zoom.

**Language:**

Fluency in oral and written English is required.

**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,

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\\_004\\_2025](#)