



Vacancy No:	AF/005/2025
Post Title and Level:	Associate Fellow
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development (KCSD)
Duty Station:	Bonn, Germany
Duration:	Until 31 December 2025 - extendable
Deadline for applications:	6 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.

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 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:

1. Project Management for Learning Programmes (50%):

- Design, development, delivery and evaluation of training and learning programmes on sustainable development themes and topics with a particular focus on UN repositioning and Communications.
- 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, and other relevant materials;
- 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.

2. Support training and learning activities on sustainable development and communications related 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-to-face trainings; Develop 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)
- Develop, edit, and manage content for UNSSC KCSD online learning platforms, ensuring high-quality, engaging, and up-to-date resources. Prepare and implement course promotion and communication strategies, draft compelling stories, posts, and updates for the UNSSC website and related social media networks Support multimedia post-production to enhance promotional outreach.;
- Support the portfolio and KCSD teams with any other required tasks and respond to queries related to assigned courses.
- Coordinate with the corporate communications department to design and deliver marketing and communication materials that enhance the visibility, awareness, and impact of capacity development programs.
- An annual work plan will provide details of specific responsibilities and expected results from the Associate Fellow.

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.

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:

Education:

A relevant postgraduate degree in Communications, Business Administration, Management, Entrepreneurship, Educational Technologies, Social Sciences, International Relations, Sustainable Development, or other related fields is required.

Experience:

- At least two years of experience in communications-related areas within the context of the United Nations.
- Familiarity with the linkages between Resident Coordinator (RC) system processes and country programming, particularly in the context of sustainable development, is considered an asset.

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_005_2025](#)