

Vacancy No:	IC_001_2025
Post Title:	Individual Consultant (see conditions of contract)
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management (KCLM) - UNLOCK
Duty Station:	Home-based
Duration:	Up to a maximum of 180 days in a 12-month period
Terms of remuneration	200€ per day
Deadline for Application:	27 January 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:

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) at UNSSC contributes to forging a common UN leadership and management culture and fostering operational excellence for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

The UN Lab for Organisational Change and Knowledge (UNLOCK) operates within KCLM to strengthen capacity of UN organisations and their staff to lead and manage change. It accomplishes this through learning programmes and case studies, offering advisory services on organisational transformation, and supporting organisational culture change. The UNLOCK initiative serves as a convener for UN change managers across the UN system and creates learning loops for people to better lead change. It provides thought-leadership around change management in inter-agency settings. UNSSC personnel supporting the UNLOCK project are based in Bonn, Germany and Turin, Italy.

Responsibilities

Under the supervision of the UNLOCK Coordinator and the guidance of Change Specialist at the UNSSC Knowledge Centre for Leadership and Management (KCLM), the Individual Contractor will perform the following duties:

1. Contribute to the Development of New Project Proposals
 - Support proposal drafting, conduct targeted research, and provide input to ensure alignment with organizational objectives.
2. Support the Creation and Dissemination of Learning and Reference Materials
 - Play an active role in developing web-based learning content, ensuring accuracy, relevance, and accessibility for diverse audiences.
3. Coordinate Consultant Inputs and Webinar Logistics
 - Manage scheduling, track consultant deliverables, and assist with webinar preparation, including drafting invitations and participant communications.
4. Provide Technical and Engagement Support for Web-Based Learning Sessions
 - Facilitate smooth hosting of online learning interventions and assist with participant engagement through interactive tools and moderation.
5. Support the Facilitation of Learning Sessions and Knowledge Processes
 - Collaborate in facilitating web-based and Face-to-Face activities and contribute to the planning and delivery of both formal and informal learning events.
6. Assist in Client Relationship Development and Management and Support Contracting Processes
 - Assist in maintaining regular client communications and ensure timely development of contracts in collaboration with relevant teams.
7. Support Programme Management Tasks

- Monitor timelines, track deliverables, and assist in resolving operational challenges to ensure programme goals are met effectively.
8. Undertake Additional Relevant Duties as Required
- Remain flexible and proactive in addressing emerging needs, including contributing to cross-functional projects when necessary.

Required Skills and Experience:

Education: Master Degree in Social Sciences, Business Administration, Organizational Psychology or related degrees.

Work Experience: at least one year of experience in a related area.

Language and other skills:

1. **Fluency in English, French and Spanish, verbally as well as in writing** (the individual contractor will work with teams in all three languages);
2. Ease to use the suite of windows applications, Zoom and Teams.
3. Experience with collaboration tools such as Mural and Asana of advantage.
4. Ability to quickly summarize texts, particularly in Spanish and French.

Competencies:

Professionalism: Strong skills in academic research; writing; and an ability to effectively deal with stress during heavy workload periods;

Communication: Speaks and writes clearly and effectively; 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: Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organising: Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

Technological Awareness: Knowledge and experience of learning management systems and content authoring software. Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use new programmes (Zoom, Teams, Moodle, Mural, Rise etc.)

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>