

<b>Vacancy No:</b>	<b>AF/007/2025</b>
<b>Post Title and Level:</b>	<b>Associate Fellow, Administrative Support</b>
<b>Organizational Unit:</b>	<b>Integrated Business Centre, Administrative Services Unit</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 March 2025</b>

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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.

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### **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 United Nations System Staff College operates through two distinct but inter-dependent departments: 1) Learning and Knowledge Services (LKS), and 2) Integrated Business Services (IBC). The IBC adds value to the relationship between UNSSC, its clients and donors through integrated support to UNSSC's Directorate and programmes in the areas of Administrative Services, Digital Learning Services, and Client Management Services.

Administrative Services include: Policy and Planning, Human Resources, Budget and Finance, Office premises and Logistics, and Information and Communication Technology Services.

## Responsibilities/Deliverables:

Under the supervision of the Associate Human Resources Officer, the incumbent will provide administrative and HR support, ensuring the efficient execution of daily operations. The specific responsibilities include:

### 1. Classification and Recruitment

- Assist in reviewing and processing classification requests.
- Maintain and organize recruitment-related documentation, including filing applications and updating records.
- Update and track recruitment status, following up as necessary.
- Support the evaluation and screening of candidates' applications.
- Assist in interview coordination, including scheduling, taking notes, and preparing interview panel reports.
- Assist in setting up virtual interview platform

### 2. Contracting and Purchasing

- Assist in vendor registration in the Enterprise Resource Planning (ERP) system.
- Process financial obligations related to procurement and contractual agreements.

### 3. Support travel management process

- Process financial obligations related to travel, ensuring compliance with UNSSC policies and procedures.
- Process requests for visa applications for UNSSC personnel.
- Liaise with contracted travel agent to ensure provision of high quality professional service.

### 4. Onboarding and Document Repository Management

- Assist in collecting and organizing HR-related data for information-sharing purposes.
- Support the development and visualization of onboarding and induction materials for personnel.
- Assist in updating and maintaining Standard Operating Procedures (SOPs), policies, guidelines, and other HR-related materials.
- Utilize Office 365 applications, including Outlook, Teams, SharePoint, and OneDrive, for communication and document management.

### 5. General Administrative Support

- Provide logistical and administrative assistance for Administrative Services-related activities and events.
- Maintain accurate records and ensure timely follow-up on pending administrative matters.

**Perform other duties** within functional profile as assigned and deemed necessary for the efficient functioning of the office and the Organization.

## Core competencies

**Professionalism:** Basic knowledge of human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next

steps. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Able to perform analysis, modeling and interpretation of data in support of decision-making.

**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.

**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.

**Planning & Organizing:** 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.

## Qualification requirements

**Education:** High school diploma or equivalent. Additional training or certification in administration, human resources, or a related field is an asset.

**Experience:** Experience in administrative support, preferably in human resources is an asset. Experience within the UN system or international organizations is an advantage.

**Language:** Fluency in written and spoken English; knowledge of an additional UN language is desirable.

**Technical Skills:** Proficiency in Microsoft Office Suite and Office 365 applications. Experience with ERP systems is desirable.

## Conditions of Contract and Terms of Remuneration

Available at [AF\\_007\\_2025](#)