



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	AF/010/2025
Post Title and Level:	Associate Fellow, Learning and Capacity Development
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development (KCSD)
Duty Station:	Bonn, Germany
Duration:	Until 31 December 2025 - extendable
Deadline for applications:	18 March 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:

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 **Head of the Knowledge Centre for Sustainable Development** and the direct supervision of the **Knowledge Management, Communications, and Reporting Officer**, the **Associate Fellow** will be responsible for the following tasks in support of KCSD learning, training, and knowledge management:

1. Project Management for Learning Programmes (70%)

- **Design, develop, deliver, and evaluate** learning programmes on sustainable development themes and other innovative learning formats such as Sustainable Development Academies, case studies in virtual reality, UN Mastermind Groups, SDG Learncast podcast and Sustainable Development Knowledge Bank.
- **Support the full project cycle** for each learning programme, including:
 - Research and prepare information for project proposals and budgets of training activities for review by the Knowledge Management, Communications and Reporting Officer.
 - Research and prepare information for contracts, agreements, and other documents for clients and suppliers.
 - Draft correspondence, administrative documents, minutes, reports, and other relevant materials.
 - Define project objectives and goals, and identify tasks, timelines, risks, roles, and results with the project team.
 - Participate in and initiate regular project progress check-ins to identify and resolve bottlenecks, ensuring timely completion of learning programmes.
 - Identify when a learning programme is behind schedule or below standard and proactively communicate with the project team for problem-solving.
 - Ensure project management software is updated and reflects the current progress of learning programmes.
 - Work with the project team to identify and engage stakeholders, including suppliers, speakers, and vendors, and draft terms of reference for their engagement.
 - Support participant management in CRM and extract data from online databases and project management software to prepare reports on programme progress and results.
 - Participate in project review processes to enhance future learning programme implementation.
 - Coordinate with internal administrative and operational units as necessary for successful course implementation.

- Assist the Head of KCSD Office and KCSD in its activities by performing other related duties as required.

2. Support Training and Learning Activities on Sustainable Development (30%)

- Assist in the delivery of KCSD learning programmes across multiple formats (virtual classroom training, online courses, mobile learning, in-person workshops, etc.).
- Provide input and assistance throughout all phases of the learning management cycle, from learning needs assessments to evaluation and reporting.
- Facilitate online courses, webinars, and other learning events, ensuring strong participant engagement.
- Support training logistics, including researching and preparing materials, assisting participants, and setting up training spaces for face-to-face sessions.
- Develop and manage digital learning content for e-learning modules, including interactive components such as videos, animations, quizzes, assignments, and multimedia materials (e.g., podcasts, audio-visual content).
- Administer e-learning systems and oversee participant enrolment through UNSSC's Learning Management Systems (Moodle).
- Support the creation and publication of high-quality content for UNSSC KCSD's online learning platforms.
- Prepare and implement communication strategies to promote courses, drafting stories, posts, and updates for the UNSSC website and social media networks.
- Support multimedia post-production efforts to enhance course promotion and outreach.
- Coordinate with the corporate communications team to develop marketing and communication materials that enhance the visibility and impact of KCSD's capacity development programmes.
- Assist in responding to participant queries related to assigned courses.
- Contribute to knowledge-sharing efforts within the UNSSC and across learning networks.

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 post graduate degree in business administration, instructional design, adult learning, education technologies, sustainable development or other relevant areas.

Certification in Prince2, PMP, PMI or other project management certification is highly desirable.

Experience with project management software (e.g. Asana, Trello, MS Project, etc.) is highly desirable.

Experience:

A minimum of 2 years of relevant experience in the area of project management, project implementation, management, operations, online learning, capacity building or training. Experience with project management software and tools is highly desirable.

Language:

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

Submission of Applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 (<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>

Conditions of Contract and Terms of Remuneration

Available at [AF_010_2025](#)