Vacancy No:	**IC_003_2025**
Post Title:	**Individual Contractor – data analytics portfolio support (see conditions of contract)**
Organizational Unit:	**UNSSC Peace and Security Hub**
Duty Station:	**Home-based**
Duration:	**Up to a maximum of 40 days with the period March-May 2025**
Terms of remuneration	**100€ per day**
Deadline for Application:	**23 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:

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 (UNSSC) is in the process of advancing its portfolio on Data Analytics for peace and security professionals. In addition to the delivery of an online training for a selected client, the portfolio also aims at creating self-paced modules utilising existing knowledge products to complement current offerings. In addition, with the aim to advocate and promote

UNSSC offerings in the area of Data Analytics for UN Staff, the peace and security hub is leading internal discussions on creating a landing page to allow for comprehensive overview of offerings in the thematic area across UNSSC.

Responsibilities

UNSSC is seeking an Individual Contractor to assist the Data Analytics portfolio in providing additional administrative and logistic support during the online course roll-out and supporting team members specifically related to:

- Providing e-lounge and administrative support to the Integrated Data Analytics Portfolio managed by the Peace and Security Hub, specifically during the delivery of the **online Integrated Data Analytics for POC Bootcamp.**
- Assisting in coordination between the internal UNSSC teams in the development of the **landing page for UNSSC on Data Analytics.**
- Preparing draft **self-paced modules on Data Analytics** resulting from existing materials and past peace and security engagements in the area.
- Liaising internally within the team working in the Data Analytics portfolio and externally with selected resource persons during the online module development.

The Individual Contractor will report to the Head of the Peace and Security Hub and will work closely with the Peace and Security Associate Fellow on Data Analytics, as well as with relevant internal UNSSC colleagues.

The Individual Contractor's responsibilities will include, but are not limited to:

Administrative and Logistical Support:
- Assist in organizing and coordinating meetings and background documents related to ongoing online course on Data Analytics.
- Maintain e-lounge documentation, including webinar schedules, recordings, additional resources and files updated and accessible to the course participants.
- Ensure timely communication of key steps and requirements to partners involved in the course delivery.
- Support in tracking participation during webinars and follow up on pending actions with relevant parties.

Coordination and Communication:
- Serve as the go-to person for developing the "wire-frame" for a UNSSC landing page on data analytics.

- Coordinate internal inputs and liaise with communications unit to draft page content.
- Prepare and distribute meeting agendas, summaries, and follow-up notes.

Data and Documentation Management:
- Organize and maintain e-lounge content for easy access and reference.
- Assist in compiling data for reporting to the client after the delivery of the online course is completed.

Content Development:
- Draft content for self-paced online modules-based lessons learned and experience from tutored past courses.
- Ensure that subject matter experts have provided input and coordinate feedback process.
- Identify some entry points where the self-paced modules can complement existing UNSSC offerings on Data Analytics.

The Individual Contractor is expected to contribute to the following:

- Online course on Integrated Data Analytics for POC Boot Camp.
- Development of UNSSC landing page on Data Analytics from the PSH perspective.
- Development of self-paced online modules to complement the webinar based and tutored Integrated Data Analytics for Sustaining Peace course.

Required Skills and Experience:

Education:
- A degree or diploma in Data Science, Data Analysis, Mathematics, Statistics, or a related field.

Work Experience:
- Prior experience with supporting online trainings (live webinars and e-lounge page developments) preferably in the UN context.·
- Experience with developing online modules using articulate rise and/or equivalent tools.

Language and other skills:
- Fluency in English is required. Knowledge of other UN languages is an asset
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to carry out tasks independently.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with platforms such as Moodle.

- Ability to multitask and work effectively in a dynamic environment.

Competencies:

Professionalism: 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.

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