

Vacancy No:	IC_004_2025
Post Title:	Individual Contractor – database management support (see conditions of contract)
Organizational Unit:	UNSSC Peace and Security Hub
Duty Station:	Turin, Italy
Duration:	Up to a maximum of 60 days with the period March-May 2025
Terms of remuneration	100€ per day
Deadline for Application:	24 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 upgrading and further developing its Global Security Database system to enhance data management and reporting for its key stakeholders. An external company has been contracted to build the database, and it is essential to provide administrative and operational support to ensure smooth coordination between

stakeholders involved in this project. To support this process, UNSSC is seeking an Individual Contractor to assist the Learning Portfolio Manager in coordinating project activities, managing documentation, and ensuring effective communication with internal and external stakeholders.

Responsibilities

The Individual Contractor will be responsible for:

- Providing administrative support to the Learning Portfolio Manager in the database upgrade process.
- Assisting in coordination between the internal team, external database development company, and relevant stakeholders.
- Managing documentation, scheduling meetings, and preparing reports related to the database development process.
- Supporting internal users in administrative aspects related to the database implementation.

Scope of Work:

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

Administrative and Logistical Support:

- Assist in organizing and coordinating meetings, workshops, and training sessions related to the database development.
- Maintain project documentation, including reports, meeting minutes, and action plans.
- Ensure timely communication of key project updates and requirements to stakeholders.
- Support in tracking project timelines and follow up on pending actions with relevant parties.

Coordination and Communication:

- Serve as the administrative liaison between the Learning Portfolio Manager, internal staff, and the external database development team.
- Facilitate communication among team members, ensuring that updates and feedback are efficiently shared.
- Prepare and distribute meeting agendas, summaries, and follow-up notes.

Data and Documentation Management:

- Organize and maintain project-related files and records for easy access and reference.

- Assist in compiling progress reports and other documentation for submission to management and stakeholders.
- Support internal staff in administrative aspects of database use and management.

Stakeholder Support and Reporting:

- Assist in preparing reports and presentations for internal and external stakeholders.
- Ensure that administrative procedures related to database testing, user training, and documentation are followed.
- Support the Learning Portfolio Manager in compiling user feedback and reporting on database performance.

The Individual Contractor is expected to contribute to the following:

- Meeting Coordination Reports – Documenting key discussions, action items, and follow-ups.
- Project Status Reports – Compiling administrative updates on the database development process.
- User Support Records – Maintaining logs of database-related queries and administrative support provided.
- Final Administrative Summary Report – Providing an overview of administrative support activities during the contract period.

Required Skills and Experience:**Education:**

- A degree or diploma in Intercultural Communication, International Cooperation, International Relations, Business Administration, Office Management, IT Administration, or a related field.

Work Experience:

- Prior experience in administrative support, coordination, or project assistance.

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.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with database-related documentation (Drupal, Moodle etc).
- 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>