Vacancy No:	**VA/UNSSC/003/2025**
Post Title:	**Learning Portfolio Manager (Emerging Leadership), P3**
Organizational Unit:	**Knowledge Centre for Leadership and Management**
Duty Station:	**Turin, Italy**
Duration:	**1 year; extensions are subject to satisfactory performance and availability of funds**
Deadline for applications:	**17 March 2025**

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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.

UNSSC's Knowledge Centre for Leadership and Management (KCLM) is composed by a multidisciplinary team of highly committed learning and change management professionals seeking to enable UN organizations to define and embrace a new management and leadership culture.

To achieve this KCLM pursues strategic partnerships and provides UN staff with unique knowledge pieces, advisory services, and world-class blended learning opportunities in core professional competencies, management, leadership, organizational development, and innovation skills aligned with and building on the UN System Leadership Framework approved by the UN System Chief Executives Board (CEB) for Coordination.

Terms of reference:

Under the supervision of a Learning Portfolio Manager (P4) in the UNSSC Knowledge Centre for Leadership and Management (KCLM), and with a focus on Leadership, the Learning Portfolio Manager (P3) will, among others, perform the following duties:

Design, Delivery, and Evaluation of Leadership Development Initiatives
- Design, develop, deliver, and evaluate leadership development programmes and capacity building initiatives tailored to emerging leaders (JPOs, P2, and P3) across the broader UN system, including agencies, funds, and programmes.
  - Emphasize onboarding, career acceleration, and early leadership skill-building, including but not limited to decision-making, influencing, cross-cultural collaboration, communication, emotional intelligence, innovation, etc.
  - Provide subject matter expertise on leadership development frameworks and emerging trends while leveraging external Resource Persons for content delivery.
  - Develop innovative and context-specific leadership programmes that address the unique challenges faced by emerging leaders in diverse contexts, including regional and field environments.
  - Contribute to programme mapping, scoping, and curriculum alignment to ensure pedagogical quality, relevance, and effectiveness.
  - Prepare, facilitate, and deliver learning sessions in workshops, online/blended activities, webinars, self-paced modules, and retreats.

Programme and Portfolio Management
- Coordinate the implementation of emerging leadership development initiatives, ensuring timely delivery and alignment with organizational priorities.
  - Develop project documents, including detailed programmatic and financial components, ensuring adherence to all requirements and processes.
  - Monitor financial sustainability for assigned projects and maintain accurate financial records.
  - Ensure quality assurance across courses, events, and products by gathering and incorporating participant, client, and partner feedback.

- - Oversee multiple instructional design contracts and e-learning development projects with external consultants, vendors, and in-house focal points.
  - Coordinate cohorts and editions of emerging leadership programmes, ensuring alignment across curriculum themes, timelines, and work planning.
- Contributing to team management and coordination
  - Modelling and iterating psychological safety, as well as UN leadership values and behaviours as a means to foster teamwork, collaboration, and a culture of service excellence through innovation within the team
  - Supporting the coordination of roles and responsibilities for project delivery
  - Coordinating, as assigned, Associate Fellows and Individual Contractors tasked with responsibilities related to project delivery.

Monitoring, Evaluation, Reporting and Knowledge Management
- Advise on reporting and implement evaluation methods, focusing on Level 2 (short-term skill acquisition) and Level 3 (behavioural changes and contributions to team or organizational performance) assessments.
  - Ensure quality assurance of courses, events and products, regularly assess the effectiveness of emerging leadership programmes and communicate results to internal and external stakeholders.
  - Actively facilitate knowledge brokering and enhance the use of lessons learned, best practices, and knowledge products to enhance the impact of leadership and capacity building initiatives.
  - Stay abreast of policy developments, research, thinking and cutting-edge tools in leadership development and organizational change.
  - Lead knowledge management processes for leadership programmes by compiling good practices, trends, and cross-cutting themes.
  - Monitor financial status of assigned projects and activities to ensure financial sustainability.
- Coordinate the internal and external reporting on various learning programmes and events in the Emerging Leadership Portfolio to respective stakeholders (UNSSC, Member States, UN Organizations, etc.) ensuring clarity, coherence, and adherence to UN standards and quality.
- Participate in the collective good of the College, including but not limited to college-wide initiatives, Communities of Practice, UNSSC Gender Group, to guide collaboration and alignment across teams on learning experiences and to foster a positive organizational culture.

Stakeholder Engagement and Partnerships
- Actively manage and strengthen relationships with UNSSC teams. UN entities, partners, and stakeholders, ensuring collaboration and alignment of leadership initiatives.

   ○ Scope and tailor emerging leadership programmes to meet diverse regional and field-specific needs within the UN system.
- Develop and maintain strategic partnerships with donors, member states, and other key stakeholders to support the implementation and sustainability of learning programmes in the Emerging Leadership Portfolio.
  - Identify and pursue new partnership opportunities while prioritizing the maintenance and strengthening of existing relationships.
  - Represent the team in inter-agency meetings and working groups as delegated, promoting emerging leadership development initiatives and ensuring visibility.

Resource Mobilization, Outreach and Advocacy
- Contribute to resource mobilization efforts by drafting targeted funding proposals aligned with relevant leadership programmes.
- Develop and coordinate editorial, communication/marketing and advocacy materials to enhance visibility and promote the team's work within the UN system and beyond.
- Propose and support new ventures and business development opportunities that align with leadership capacity building priorities and to position UNSSC and Emerging Leadership Portfolio team as a partner of choice for organizations within the UN in the relevant thematic areas.

Facilitation and Coordination
- Serve as a facilitator or tutor for emerging leadership training programmes delivered in face-to-face, blended, or online formats.
- Manage day-to-day communication with instructional designers, technical developers, subject matter experts, and other project counterparts.
- Coordinate internal project teams and oversee external teams and consultants providing support services, ensuring alignment with project objectives.
- Ensure quality and coordination of user experience (UX) across various digital learning tools and the Learning Management System.

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

Competencies:

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
Proven ability to keep abreast of new developments in own occupation/profession; willingness to develop oneself professionally and personally; willingness and ability to contribute to the learning of colleagues; willingness to learn from others; ability and willingness to seek feedback to learn and improve.

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.

Creativity
Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Professionalism
Solid understanding and experience in learning design and technology-enhanced learning; solid knowledge and experience in instructional design and e-learning content development; proven experience in learning ecosystem design. Demonstrated professional competence and mastery of subject matter.

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.

Technological Awareness
Solid knowledge and experience of learning management systems and content authoring software. Understanding of applicability and limitation of technology to the work of the office and experience on the application of technology to support learning and training intervention. Experience in LMS system administration, online meeting and web conferencing tools is an asset.

Qualifications required:

Education
Advanced university degree (Master's degree or equivalent) in organizational development, international relations, public administration/policy, economics, law, political science, education, or a related field.

Experience

- At least five years of professional experience designing and delivering learning, leadership development and capacity building programmes for the UN or international organisations (required).
- Experience in developing and delivering learning and knowledge products using diverse and innovative methodologies and modalities (required).
- Demonstrated experience in facilitating meetings and programmes with early and mid-career stakeholders in leadership and capacity building (required).
- Experience in conducting needs assessments and evaluations for leadership/management and training programmes (required).
- Experience working in the UN context (required).
- Experience working at the country/regional levels in the UN and affiliated organizations (highly desirable).

Languages
- Fluency in oral and written English is required. Knowledge and ability to deliver learning programmes in another UN official language is desirable.

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