

Vacancy No: VA/UNSSC/004/2025

Post Title: Associate Learning Officer (Governance, Partnerships and Digital Transformation), P2

Organizational Unit: Knowledge Centre for Sustainable Development

Duty Station: Bonn, Germany

Duration: 1 year; extensions are subject to satisfactory performance and availability of funds

Deadline for applications: 19 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:

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 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.

Terms of reference:

Under the supervision of the Learning Portfolio Manager (Team Leader) in the UNSSC Knowledge Centre for Sustainable Development, the Associate Learning Officer will provide technical and programmatic support to the KCSD Governance, Partnerships

and Digital Transformation (GPDT) Portfolio. The incumbent will contribute to the design, development, coordination, and evaluation of learning offerings, ensuring alignment with client needs and organizational priorities.

The incumbent will ensure effective coordination, project management, and delivery of learning programmes, thus contributing to a cohesive and coordinated team approach to the overall GPDT Portfolio workplan and objectives.

In light of the above, in particular, she/he will perform the following duties:

Learning Program Development & Delivery:

- Design, develop, and implement online learning programs in the areas of governance, partnerships, and digital transformation.
- Contribute to the design, development, and implementation of high-level learning programs in the areas of governance, partnerships, and digital transformation.
- Facilitate online courses for UN and external audiences.
- Support the facilitation of face-to-face courses for UN and external audiences.
- Develop innovative learning methodologies, instructional design, and digital learning products.

Project Coordination & Portfolio Support:

- Coordinate and manage projects within the GPDT Portfolio, ensuring alignment with KCSD and UNSSC priorities.
- Monitor and evaluate program performance, impact, and effectiveness, providing recommendations for improvement.
- Develop new learning offerings based on emerging needs and team priorities in governance, partnerships, and digital transformation.

Stakeholder Engagement & Partnerships:

- Liaise with clients and suppliers, ensuring learning programs meet the needs of UN and external partners.
- Advocate and develop partnerships with UN entities, academic institutions, and other stakeholders important for the GPDT portfolio team.
- Identify potential funding opportunities and draft project proposals to contribute to the GPDT Portfolio team's resource mobilization strategy

Knowledge Management & Research:

- Conduct research on learning trends, governance, partnerships, and digital transformation, contributing to knowledge-sharing initiatives.
- Prepare reports, case studies, and communication materials related to the GPDT Portfolio.

- Maintain and update learning materials, ensuring their relevance to evolving UN priorities and best practices.

Administrative & Other Duties:

- Contribute to internal reporting, communications, and data management related to learning programs. Perform additional duties as assigned, ensuring the smooth operation of the GPDT Portfolio.

Competencies:

Professionalism: Solid understanding of the concept of sustainable development, 2030 Agenda, and the sustainable development goals; practical experience in project/programme management; 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;

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.

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.

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.

Qualifications required:

Education

Advanced degree in political science, public policy, law, management, international relations, economics or equivalent relevant field.

Experience

- At least 2 years of relevant experience in the area of learning for sustainable development (required)

- At least 2 years' experience in the development of learning offerings on governance, partnerships and digital transformation, and related areas (required).
- Proven work experience in instructional design, online course creation and experience in facilitating courses in online and face to face environments for UN and non UN audiences (required).

Languages

Excellent knowledge of English is essential. Knowledge of other official UN languages is an advantage.

Other skills

- Familiarity with the UN Development System. A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development goals and ability to apply sustainable development concepts and approaches in the design of learning products

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>