

Vacancy No:	IC_008_2025
Post Title:	Individual Contractor – Academic Partnerships (see conditions of contract)
Organizational Unit:	Academic Partnerships, Learning and Knowledge Services
Duty Station:	Turin, Italy, or home-based.
Duration:	Up to a maximum of 180 working days between June 1, 2025 and May 31, 2026.
Deadline for Application:	30 April 2025
Remuneration fees:	100 euros (120 USD dollars) per day.

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.

This position is located in the UNSSC Learning and Knowledge Services (LKS), which oversees the programmatic work of the UNSSC, advancing system wide knowledge on the 2030 Agenda for Sustainable Development, sustaining peace, and management reform through its programme units.

In recent years, UNSSC has intensified its collaboration with a variety of academic institutions, think tanks, foundations and schools of public administration. To this end, UNSSC is further deepening its academic partnerships in view of facilitating and strengthening related knowledge exchange and academic collaboration.

Terms of reference

Under the supervision of the Chief, Academic Partnerships the individual contractor will perform the following duties:

- Support the development of knowledge products (primers, videos, online modules, case studies, etc.) related to the academic programmes and their respective academic content;
- Support planning, internal coordination, marketing and communication of programmes and activities developed by the academic partnerships team;
- Create, edit, and manage content published on academic collaborations, or specific substantive subsets thereof, in UNSSC online learning environments;
- Organise webinars, podcasts, video blogs, etc. as appropriate;
- Identify and liaise with faculty, speakers and partners;
- Create audio-visual content for e-learning activities;
- Prepare programme promotion and communication plans, draft and edit short stories, posts, and updates for the UNSSC website and related social media networks;
- Liaise with the academic counterparts and students on specific assignments or updates as requested;
- Maintain and organise files, overviews, task lists and tracking tables on the status of the programme and provide briefs as required;
- Draft concepts, syllabi and budgets for components of the joint programmes for review;
- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements;
- Assist in making arrangements for workshops, roundtables, and meetings, as required;
- Cooperate with internal administrative units.

Qualifications required

Education

University degree (bachelor's degree) in social or political sciences, international relations, business administration, or related fields from an accredited educational institution.

General Background

- Knowledge of current development issues;
- Proven research capacity;
- Ability to meet deadlines;

- Excellent knowledge of digital media (content creation and dissemination);
- Superb written and oral communication skills;
- Flexible and adaptive, with a collaborative working style and “can-do” attitude.

Experience

A minimum of six months of professional experience is required for this position. Proven experience working within partnerships is considered an asset, as well as experience in digital media and communications. Experience in the UN system is highly desirable.

Languages

Fluency (written and oral) in English. Fluency in another UN official language is an asset.

Competencies

Professionalism: Strong skills in academic research; writing; ability to effectively deal with stress during heavy workload periods; ability to plan, organise, implement and report on work; critical thinking; ability to adapt.

Communication: Excellent written and verbal communication skills.

Technological Awareness: Solid computer skills and knowledge of associated electronic devices; ability to learn how to use new programmes (Zoom, Canva, Articulate Rise, etc.). Knowledge of Articulate Rise and experience on multimedia creation are assets.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization.

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>