

Vacancy No:	IC_010_2025
Post Title:	Junior Learning Collaborator (see conditions of contract)
Organizational Unit:	Knowledge Centre for Leadership and Management
Duty Station:	Turin, Italy.
Duration:	Up to a maximum of 90 working days between 15 August and 19 December 2025.
Deadline for Application:	05 July 2025
Remuneration fees:	100 EUR 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 UN System Staff College is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

In Fall 2017, the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework. UNSSC's portfolio of learning activities in the area of youth

and emerging leadership includes several programmes tailored to the needs of Junior Professional Officers and other young professionals in the UN system.

KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

Objectives:

The incumbent will fulfil Programmatic and Administrative Support functions to the Emerging Leadership Portfolio of the UNSSC Knowledge Centre for Leadership and Management based in Turin, Italy.

Deliverables:

Under the supervision of a Learning Portfolio Manager and within the scope of delegated authority, the Individual Contractor will be responsible for the following duties:

- Serve as the communication focal point for the team and liaison with UNSSC Coms Team on the communication initiatives for the team, including but not limited to social media posts, newsletters, the learning matters newsletter, blogs, spotlight interviews and email campaigns;
- Undertake outreach activities, including support to the organization of events and webinars, in coordination with the team;
- Coordinate the production of promotional material for portfolio courses, including but not limited to photography and videography for blended courses;
- Assist the Leadership Portfolio Manager and team in the design, continued development and implementation of a portfolio of specific face-to-face, blended and e-learning projects and knowledge services, with particular attention to nurturing emerging leadership and supporting career growth of young and mid-level UN professionals;
- Assist in organizing and facilitating all relevant product categories: learning and training activities, services and knowledge management solutions (with particular focus on learning sessions and knowledge processes in online or blended/hybrid learning activities, webinars, retreats and other formal and informal learning processes and events), as needed;
- Contribute to the drafting and review coordination of learning programmes' reports for respective clients and partners;
- Contribute to questionnaire and survey design, deployment, administration, monitoring, analysis and report on the results of evaluations;
- Assist in the development and distribution of learning and reference material through web-based learning environments;
- Provide hosting support for web-based learning interventions and moderate web-based social learning spaces as necessary;
- Provide help-desk support to participants in order to address eventual technical issues they may encounter;
- Provide administrative and substantive support to consultative and other meetings, workshops, conferences, etc.;
- Perform other related duties as required.

Qualifications required

Education

Master's degree in international development, international relations, law, public policy, leadership, management, talent development, or a related field.

Experience

- A minimum of 9 months of working experience.
- Previous work experience in a learning/training institution is an asset, including in communication, training event activities, digital media (content creation and dissemination) is an asset.
- Knowledge about the UN, career development, youth participation, emerging leadership are an advantage.

Languages

Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

Competencies:

Professionalism: Strong skills in academic research; writing; and an ability to effectively deal with stress during heavy workload periods. Excellent attention to detail and quality of work. Ability to apply judgment in the context of assignments given, plan own work independently and manage conflicting priorities. Understanding of adult learning, digital learning, and instructional design. Ability to meet deadlines; ability to learn and act in a fast-paced environment, to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communication: Excellent communication skills, in particular, speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and demonstrates proactivity and openness in sharing information and keeping people informed.

Technological Awareness: Excellent computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use new programmes (Zoom, Moodle, Rise, etc.). Keeps abreast of available learning and web technology; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings; is flexible and adaptive, with a collaborative working style and “can-do” attitude.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; 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; meets timeline for delivery of products or services to client.

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>