

Vacancy No:	IC_009_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 61 working days between 01 October 2025 and 31 December 2025.
Deadline for Application:	18 July 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.

Background and 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 in leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

In 2017, UNSSC 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. 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.

Within KCLM, the portfolio of Senior & Executive leadership programmes comprises of:

- Flagship leadership development offerings for Directors (D1/D2 levels) and senior women leaders (P4/P5 levels);
- Year-round alumni engagement initiatives for the above-mentioned offerings;

- An annual Learning Managers Forum (LMF) for the UN system-wide learning managers community;
- Year-round engagement with the learning managers community

KCLM seeks to recruit an Individual contractor (IC) who will support and contribute to the design and coordination activities of the above-listed initiatives.

Responsibilities

Under the supervision of the Learning Portfolio Manager, the Individual Contractor contracted for this purpose will be responsible for providing substantive and operational support for learning programme design, development, coordination and evaluation, including:

- Reviewing best practice literature on pre-identified learning and leadership topics and preparing executive summaries.
- Participating in stakeholder interviews and focus group sessions; transcribing notes from these sessions, and extrapolating key themes and insights to share internally, and where relevant for wider dissemination.
- Assist in the coordination and scheduling of learning events, webinar preparations and drafting of communications
- Assist in the development, review and distribution of in-person and online learning and reference materials
- Coordinating and improving the user experience across Learning Platforms (e.g., Moodle), Webinar tools (e.g., Zoom), and utilising digital learning and design tools (e.g., Articulate Rise, Canva, Mentimeter, Padlet, etc.), ensuring the quality, accuracy and timeliness of all inputs made.
- Supporting monitoring and evaluation activities for portfolio programmes
- Assisting with the coordination and preparation of digital and social media assets for the different initiatives.
- Providing administrative and substantive support for meetings, workshops, conferences, etc.

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 and understanding of training and development and leadership development;
- Proven research capacity;

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

Experience

A minimum of one year of related and relevant professional experience is required for this position. Prior experience supporting leadership development initiatives is considered an asset. 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: 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: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization.

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, content authoring and/or design software. Ability to effectively use Microsoft Office suite applications, MS-Teams, Zoom, and Power BI. Experience with collaboration and design platforms such as Mural, Miro, and Canva is an advantage.

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,

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.

Please apply through the online application form available at <https://www.unssc.org/about/employment-opportunities>