

Vacancy No: VA/UNSSC/011/2025

Post Title: Knowledge Management and Learning
Innovation Officer, P3

Organizational Unit: UNSSC 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: 11 December 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.

In line with the ambitions of UN 2.0 and the broader UN reform agenda, the United Nations is reshaping its knowledge and learning ecosystem to be more coherent, impactful, inclusive, and responsive to the needs of the system and its Member States. This includes strengthening integration across learning, capacity development, and knowledge management to accelerate progress toward the 2030 Agenda and the Sustainable Development Goals (SDGs).

To respond to the growing demand for inclusive, multi-format, and innovative learning experiences, and to strengthen UNSSC-wide knowledge integration and innovation, the position of Knowledge Management and Learning Innovation Officer is established.

The incumbent will lead the design and implementation of innovative learning initiatives, facilitate cross-unit and cross-programme collaboration, and ensure UNSSC remains at the forefront of learning innovation and knowledge integration for sustainable development.

Terms of reference:

The incumbent reports to the Head of the Knowledge Centre for Sustainable Development and collaborates closely with colleagues across UNSSC to ensure coherence and integration of learning and knowledge initiatives. Main responsibilities include:

1. Programme Development and Resource Mobilization

- Identify opportunities to adapt and apply innovative learning solutions to sustainable development and organizational challenges, thereby expanding UNSSC's cross-team portfolio of learning and knowledge initiatives in support of the 2030 Agenda and UN 2.0 priorities.
- Develop concept notes, project proposals, and funding submissions for new initiatives that leverage innovative learning design and knowledge integration.
- Provide strategic advice to the Head of KCSD and UNSSC Senior Management, as appropriate, on programme priorities, business development, and inter-agency collaboration related to learning and knowledge innovation.
- Contribute to positioning UNSSC as a global reference for forward-looking, inclusive, and adaptive learning for sustainable development.

2. Programme Design, Delivery, and Innovation

- Design, develop, and deliver learning programmes and knowledge initiatives that are multi-format (in-person, hybrid, online, self-paced) and accessible to diverse audiences.
- Design and apply innovative learning approaches (including adaptive learning, microlearning, and immersive or experiential formats) to enhance the effectiveness and reach of UNSSC offerings.
- Lead flagship knowledge initiatives such as UN SDG:Learn, the SDG Learncast, and the Sustainable Development Knowledge Bank.
- Serve as focal point for global/regional initiatives such as the Regional SDG Forums and the SDG Micro-Primer Series.
- Contribute to positioning UNSSC as a thought leader through publications, presentations, and collaborative research on emerging learning trends and sustainable development capacity-building.

3. Partnerships, Collaboration, and Knowledge Exchange

- Work in collaboration and close coordination with the UNSSC Hub for UN Transformation to ensure alignment and coherence in approaches related to innovation and organizational transformation priorities.
- Build and maintain institutional partnerships with UN entities, academic institutions, think tanks, and development partners to promote knowledge exchange and co-creation.

- Facilitate cross-UN knowledge sharing to strengthen collective learning and innovation on sustainable development across the system.
- Contribute to internal change processes, modelling collaboration and scaling innovation in learning design, digital tools, and knowledge-sharing practices.

4. Monitoring, Evaluation, and Adaptive Learning

- Contribute to the development and implementation of monitoring and evaluation frameworks to assess the quality, relevance, and impact of learning and knowledge initiatives.
- Integrate data analytics, user feedback, and evaluative evidence into programme design and refinement.
- Facilitate learning reviews and reflective practice sessions to institutionalize lessons learned and scale successful innovations across UNSSC and its partners.

Perform other duties within functional profile as assigned.

Qualifications required

Education

Advanced university degree in Adult Learning, Public Policy, International Development, Sustainable Development, Instructional Design, Educational Technologies or related Social Sciences.

Experience

- Minimum 5 years of progressive experience in international organizations, academia, or the public sector (mandatory).
- Experience in adult learning, training, and SDG-related knowledge initiatives (mandatory).
- Experience in designing/delivering innovative, multi-format learning programmes (mandatory).
- Experience with digital transformation in learning (VR, AI, microlearning, immersive tools) (desirable).

Languages

Fluency in oral and written English is required. Knowledge of another UN official language is desirable.

Competencies:

Professionalism: Strong understanding of the 2030 Agenda and the UN development system. Strategic and systems thinking, with ability to align learning with organizational reform and SDGs. Strong analytical and M&E skills, with ability to translate evidence into programme improvements.

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.

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.

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.

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.

Technological Awareness: Solid knowledge and experience of learning management systems, development processes and scalability practices. 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 with ERP systems, Moodle-based or similar learning management systems, Drupal or similar Content Management Systems, and Salesforce or similar Customer Relationship Management systems, would be an asset. Experience with data management, analysis and visualization software (such as Power BI, etc.) would be an advantage.

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>