



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	IC_013_2025
Post Title:	Individual Consultant – Training and Learning Support (see conditions of contract)
Organizational Unit:	Knowledge Centre for Leadership and Management, Emerging Leadership Portfolio
Duty Station:	Turin, Italy
Duration:	Up to 180 days (during the period 2 March- 18 December, 2026)
Deadline for applications:	12 January 2026
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:

Established by the UN General Assembly in 2002, 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 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. KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

The Emerging Leadership Portfolio of the UNSSC Knowledge Centre for Leadership and Management based in Turin, Italy has particular focus on nurturing emerging leadership and supporting career growth of young and mid-level UN professionals. This portfolio includes a range of learning and training programmes, courses and activities tailored to the needs of Junior Professional Officers, young professionals, emerging leaders/talents and mid-level managers in the UN system.

Objectives:

The incumbent will fulfill the programmatic Training and Learning Support functions to the Emerging Leadership Portfolio of the UNSSC Knowledge Centre for Leadership and Management based in Turin, Italy.

Deliverables:

The incumbent reports to the Learning Portfolio Manager (Emerging Leadership Portfolio of the KCLM) and within the scope of delegated authority, the incumbent is responsible for the following, but not limited to:

- Contribute to the design, development, implementation, M&E and reporting, coordination of learning, training and knowledge management activities, programmes, services and events in the Emerging Leadership Portfolio;
- Assist with design and coordination of new learning solutions, alumni and open house webinar activities;
- Assist in conducting surveys and learning needs assessments; support basic learning analytics, deployment, administration, and monitoring of learning activities; contribute to the analysis and reporting of evaluation results, research, design thinking exercises, gap analyses, and mapping activities; help identify issues, prepare preliminary findings, and provide input on other tasks related to learning processes and initiatives;
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, other knowledge products, including case studies, articles, spotlight interviews with resource persons, with participants/alumni of the training programmes, review and/or draft relevant documents and reports;
- Assist in the development and distribution of learning and reference materials through web-based learning environments;
- Provide support to the delivery and facilitation of online, face-to-face/hybrid/blended training programmes, courses, sessions, webinars, open house, alumni events, and meetings, including preparation of pertinent background material and documentation;
- 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.;
- Contribute to the promotional outreach, marketing and communications activities of the portfolio;

- Assist the Learning Portfolio Manager in the activities of the common good of the Staff College;
- Perform other related duties as required.

Qualifications required

Education

Master's degree in international relations, business/economics/management, psychology, public policy, social sciences or related field.

Experience

- A minimum of 6 months of relevant exposure (preferably in the learning and training industry).
- Experience in the areas of staff development, leadership/talent management/career development/capacity-building programs.
- Proven research capacity.
- Experience with visual design (e.g. Canva), learning management systems (Moodle, etc.), online meeting and web conferencing tools (e.g. Zoom, Teams), Microsoft 365, Asana, SharePoint.
- Knowledge about the UN, (emerging) leadership, are an advantage.

Languages

Fluency in oral and written English is required. Knowledge of other language(s) would be an asset.

Competencies:

Professionalism: Strong skills in academic research; writing. 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 and digital learning. 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. Ability to effectively deal with stress during heavy workload periods.

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 and 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:

1. a duly completed, updated, and signed P11 form:
(<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
2. 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>