

Vacancy No:	IC_003_2026
Post Title:	Individual Consultant – Project Coordinator (see conditions of contract)
Organizational Unit:	UNSSC Hub for UN Transformation
Duty Station:	Home-based
Duration:	up to 90 days
Remuneration:	USD 275 per day
Deadline for applications:	15 March 2026

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. UN staff, teams and organizations rely on UNSSC to enhance their knowledge and skills across leadership and management, change and transformation, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

In 2025, UNSSC established the Hub for UN Transformation to strengthen the College's ability to support system-wide transformation, including the UN 2.0 and UN80 reform agendas, through integrated learning, research and consultancy services. The Hub brings together work on strategic capabilities, including foresight, innovation, behavioural science, data and digital transformation, alongside efforts to foster an enabling organizational culture that supports continuous learning and adaptation.

Within this context, UNSSC has initiated the development of the UN Transformation Bootcamp, a flagship, cross-cutting learning initiative aimed at operationalizing UN 2.0 by equipping staff with foundational capabilities to contribute to transformation efforts across regions and functions. The Bootcamp is designed as a modular and reusable programme package, intended to be piloted, refined and subsequently scaled and adapted for use by different UNSSC teams and partners as part of the Hub for UN Transformation's core portfolio.

Objective:

Under the overall supervision of the Chief of the Hub for UN Transformation, the Project Coordinator will provide project management and planning of the UN 2.0 Bootcamp, in line with the approved Programme Proposal.

The Project Coordinator will support coordination across internal UNSSC teams, external consultants and partners, ensuring alignment with organizational priorities and the strategic objectives of the Hub for UN Transformation.

Scope of Work:

The Consultant will support the day-to-day coordination of the UN 2.0 Bootcamp throughout the design and development phases. In close collaboration with the Hub for UN Transformation and relevant UNSSC teams, the Consultant will:

- Become fully familiar with the UN Transformation Bootcamp Programme Proposal and ensure alignment of all coordination activities with its objectives.
- Ensure effective day-to-day project management, including monitoring progress against agreed milestones, timelines and reporting requirements.
- Establish, maintain and regularly update a consolidated project management plan, including timelines, milestones, roles and coordination arrangements.
- Set up and maintain coordination and reporting mechanisms for internal and external stakeholders.
- Identify key stakeholders and conduct the necessary engagement to support Bootcamp design and development.
- Coordinate the inputs and workplans of consultants, subject-matter experts and design partners contributing to the Bootcamp.
- Coordinate the learning needs assessment process and support the development of the initial curriculum design.
- Oversee the development of the full Bootcamp learning package, including learning materials, facilitation guides, evaluation framework and regional adaptation guidelines, ensuring compliance with UNSSC branding standards.
- Liaise with the UNSSC Communications Team to support the development of Bootcamp communication and branding materials.
- Act as the focal point between the Hub for UN Transformation, other UNSSC teams and relevant partners to ensure effective information flow.

- Ensure systematic documentation, knowledge capture and reporting throughout the project lifecycle, including the identification of best practices and lessons learned.
- Prepare and submit a comprehensive final project report summarizing results, outcomes, lessons learned and recommendations for pilot implementation.
- Ensure the timely and high-quality execution of all assigned tasks and outputs.

Required Skills and Experience

Education: Advanced university degree, preferably in international relations, social studies, adult learning, business administration, management, or a related field

Experience:

- Prior UN experience;
- Minimum of 5 years of experience in project coordination, including in the design, development, and delivery of learning products;
- Proven ability to use Microsoft Office, as well as AI tools;
- Experience in roles linked to Innovation, Foresight, or Behavioural Science is an advantage;
- Familiarity with communication, learning and social media tools is an advantage;
- Ability to effectively deal with stress occurring in heavy workload periods;
- Ability to meet deadlines;
- Collaborative working style.

Language: Fluency in oral and written English is required. Knowledge of additional UN languages is 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

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