

## Call for expression of interest – Roster for Administrative Support

<b>Vacancy No:</b>	<b>IC_006_2026</b>
<b>Post Title and Level:</b>	<b>Individual Consultant, Administrative Support (see <a href="#">conditions of contract</a>)</b>
<b>Organizational Unit:</b>	<b>Various units within UNSSC</b>
<b>Duty Station:</b>	<b>Home-based / Turin, Italy / Bonn, Germany</b>
<b>Duration:</b>	<b>Up to a maximum of 180 days in a 12-month period</b>
<b>Terms of remuneration</b>	<b>Fee range between €100 and €120 per day</b>
<b>Deadline for Application:</b>	<b>26 June 2026</b>

*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.*

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### Organization 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

UNSSC is establishing a pool of pre-qualified consultants to provide administrative, operational and programme support across various functional areas, including programme delivery, human resources, finance and organizational processes. The selected consultants will contribute to the coordination and implementation of a wide range of activities, including but not limited to learning and training initiatives, administrative processes, and institutional projects.

Assignments may include supporting the organization of events and missions, processing administrative and financial tasks (e.g. travel requisitions), coordinating workflows, and contributing to the development, improvement and digitalization of internal systems and processes. Consultants may also support communication, stakeholder engagement and inter-agency coordination efforts, depending on organizational needs.

Consultants on the roster will be engaged on an ad-hoc basis, depending on evolving priorities, project requirements and timelines. Fees will also be determined based on the terms of reference of the specific assignment. Inclusion in the pool of pre-qualified consultants does not guarantee immediate engagement, but enables rapid contracting when support needs arise.

## Responsibilities

Consultants on the roster may be called upon to:

- Provide administrative, operational, and coordination support across units in the planning, implementation, monitoring, and evaluation of organizational programmes and initiatives, including learning and knowledge management activities delivered in online, hybrid, and in-person formats.
- Support the configuration, administration, and maintenance of courses and programmes on learning management systems (LMS), ensuring compliance with established guidelines, procedures, branding, and language standards.
- Assist in the design, implementation, and analysis of surveys and data collection exercises, including learning analytics, needs assessments, and gap analyses, and contribute to the preparation of summaries, reports, presentations, and key findings.
- Analyse evaluation data from surveys and assessments, and present clear quantitative and qualitative insights, trends, and recommendations to support programme improvement and learning outcomes.
- Support the coordination and delivery of events, workshops, webinars, meetings, and related activities, including logistical arrangements, facilitation support, and on-site or virtual operational assistance.
- Contribute to the development and production of knowledge and communication materials, including articles, case studies, briefing notes, newsletters, multimedia content, and other outreach products.
- Draft, review, and edit a range of written materials, including reports, guidelines, correspondence, background papers, and internal documentation, ensuring clarity, accuracy, and consistency.
- Support the development, organization, and maintenance of learning, reference, and administrative resources across digital and web-based platforms.
- Provide operational support during events and activities, including documentation preparation, stakeholder coordination, and follow-up actions to ensure smooth implementation.
- Support internal and external communication, outreach, and visibility initiatives, including social media, marketing, and cross-unit communication activities.

- Assist in stakeholder coordination and engagement, including liaison with participants, partners, alumni networks, and internal teams, and support follow-up and relationship management activities.
- Support the delivery of online learning sessions, including live webinars hosted on platforms such as Zoom, for organizational learning programmes.
- Assist in the review, processing, and tracking of travel requisitions and mission-related documentation, ensuring accuracy, completeness, and compliance with organizational procedures.
- Coordinate official travel arrangements, including flights, accommodation, visa processing where applicable, and timely issuance of tickets and supporting documentation.
- Perform other related administrative, coordination, and support duties as required to ensure effective delivery of organizational activities.

### Required Skills and Experience:

**Education:** High school diploma is required. First-level university degree, preferably in international relations, social studies, adult learning, business administration, management, or a related field is considered an asset.

### Language, experience and computer skills:

- Excellent English skills (written and spoken);
- Experience in supporting the design, development and delivery of learning products, especially online learning, is a distinct advantage;
- Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools;
- Ability to effectively deal with stress occurring in heavy workload periods;
- Ability to meet deadlines;
- Collaborative working style;
- Familiarity with communication, learning and social media tools is an advantage;
- Knowledge of additional UN languages, as well as Italian, is an advantage.

### Competencies:

**Professionalism:** Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.

**Communication:** Excellent written and spoken communication skills.

**Teamwork:** Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside the organization.

**Submission of applications:**

**IMPORTANT:**

***Candidates must clearly indicate in their motivation letter their availability to work in presence at the specified duty station(s), and confirm that they hold the appropriate legal documentation required to undertake such assignments.***

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>