

Vacancy No:	VA/UNSSC/003/2026
Post Title:	Associate Learning Officer (Emerging Leadership), P2
Organizational Unit:	UNSSC Knowledge Centre for Leadership and Management
Duty Station:	Turin, Italy
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	29 July 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. 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's Knowledge Centre for Leadership and Management (KCLM) is composed by a multidisciplinary team of highly committed learning and change management professionals seeking to enable UN organizations to define and embrace a new management and leadership culture. To achieve this KCLM pursues strategic partnerships and provides UN staff with unique knowledge pieces, advisory services, and world-class blended learning opportunities in core professional competencies, management, leadership, organizational development, and innovation skills aligned

with and building on the UN System Leadership Framework approved by the UN System Chief Executives Board (CEB) for Coordination.

Responsibilities

Under the supervision of a Learning Portfolio Manager in the UNSSC Knowledge Centre for Leadership and Management (KCLM), in line with the UN 2.0 vision and its emphasis on leadership, innovation and transformation, the Associate Learning Officer will perform the following duties, with a focus on learning activities related to emerging leadership:

- Support programme mapping, scoping and curriculum development to ensure pedagogical quality, relevance, and effectiveness of learning programmes in the field of emerging leadership.
- Support the design and delivery of leadership-development programmes and learning content grounded in the UN System Leadership Framework, ensuring alignment with UN 2.0 priorities and the evolving leadership needs of the UN system.
- Contribute to the design, implementation, analysis and reporting of needs assessments and learning data collection activities.
- Support the design, delivery and facilitation of learning activities and events in virtual, face to face, blended formats, ensuring high quality participant engagement and learning experiences.
- Administer and manage learning platforms (e.g Moodle workplace), monitor online courses, test and apply digital learning technologies.
- Coordinate learning activities, including preparation of learning materials, participant communications, faculty onboarding and engagement, reporting and follow up activities.
- Curate and regularly update learning resources and digital content, including e-learning modules, knowledge products, and other learning materials.
- Support collaboration with clients, partners, subject-matter experts, and resource persons in the design, implementation, and evaluation of learning initiatives.
- Contribute to research, proposal development, concept notes, communications, outreach, and marketing activities to support programme growth and visibility.
- Assist with monitoring, reporting, and other programme management functions, and perform other related duties as assigned.

Required Skills and Experience

Education:

Advanced University degree, preferably in international relations, social studies, adult learning, leadership studies, business administration, management, or a related field.

Experience:

- A minimum of 2 years of progressively responsible experience in the design, delivery, coordination and management of learning and training programmes in the fields of leadership development, management and organizational development, delivered through face to face, online, and blended modalities – Mandatory
- Demonstrated experience using e-learning authoring software (e.g. Articulate RISE, Storyline), administering and managing learning management systems (LMS), and supporting virtual learning environments and web conferencing platforms (e.g. Zoom, Microsoft Teams) – Mandatory
- Previous working experience in the UN System – Desirable

Languages:

Fluency in English is required. Knowledge of another UN official language is an asset.

Competencies

Professionalism: Solid understanding and experience in learning design and technology-enhanced learning; solid knowledge and experience in instructional design and e-learning content development. Demonstrated professional competence and experience in areas related to leadership development, management and organizational development.

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.

Technological Awareness: Knowledge and experience of learning management systems and content authoring software. 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.

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.

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.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

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>.