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| Vacancy No: | VA/UNSSC/005/2026 |
| Post Title: | Associate Learning Officer, P2 |
| Organizational Unit: | UNSSC Hub for UN Transformation |
| Duty Station: | Madrid, Spain |
| Duration: | 1 year; extensions are subject to satisfactory performance and availability of funds |
| Deadline for applications: | 02 August 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 organizational transformation, leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with offices in Bonn, Germany and, from August 2026, Madrid, Spain.

The UNSSC Hub for UN Transformation supports system-wide transformation efforts in line with UN reform agendas. It focuses on strengthening capabilities, culture, connections, and organizational approaches required to deliver in a rapidly changing environment.

The Hub works across three interconnected service areas (learning and development, research and knowledge management, and advisory services),

supporting individuals, teams, and organization in building skills such as innovation, foresight, behavioural science, and digital transformation.

Terms of reference:

Under the supervision of the Chief of the Hub for UN Transformation, the Associate Learning Officer will provide technical and programmatic support to the UNSSC's work. The incumbent will contribute to the design, development, coordination, and evaluation of learning, ensuring alignment with client needs and organizational priorities.

The Associate Learning Officer will ensure effective project coordination and delivery of learning programmes, thus contributing to a cohesive and coordinated team approach to the overall team's workplan and objectives.

Considering the above, in particular, they will perform the following duties:

Learning Programme Development & Delivery:

- Contribute to the design, development, and implementation of online learning programmes on transformation-related themes (e.g. innovation, behavioural science, foresight, leadership, cultural transformation).
- Support the delivery and facilitation of online and face-to-face learning for UN and external audiences.
- Apply innovative instructional design approaches, including experiential and applied learning methodologies.
- Contribute to the development of learning journeys, workshops, and peer-based learning formats.

Project Coordination & Portfolio Support:

- Coordinate and support implementation of learning and knowledge initiatives within UNSSC's work, ensuring alignment with its priorities and client needs.
- Monitor and evaluate programme performance, impact, and effectiveness, providing recommendations for continuous improvement.
- Contribute to the development of new learning offerings based on emerging team priorities and transformation needs across the UN System.

Stakeholder Engagement & Partnerships:

- When requested, engage with a range of stakeholders, including UN entities, partners, and suppliers, ensuring learning programmes meet the needs of UN and external partners.

- Maintain partnerships with key stakeholders that are important for UNSSC's work and contribute to the impact of its activities (e.g. UN entities, academic institutions, public sector and private sector organizations).
- Contribute to resource mobilization efforts, including drafting project proposals for transformation-related initiatives.

Knowledge Management & Research:

- Conduct research on relevant organizational/social transformation and related learning trends, including AI and digitalization, adaptive systems, and future skills, contributing to knowledge-sharing initiatives.
- Contribute to the development and updating of toolkits, frameworks, and learning materials on transformation-related themes.
- Assist in the preparation of reports, case studies, and communication materials.
- Maintain and update learning materials, ensuring their relevance to evolving UN priorities and best practices.

Administrative & Other Duties:

- Contribute to internal coordination, reporting, communications, and data management related to learning programmes.
- Perform additional duties as assigned.

Competencies:

Professionalism: Demonstrated knowledge of and experience with learning and capacity development approaches related to organizational transformation, including innovation, behavioural science, foresight, and culture; practical experience in project/programme coordination; knowledge and experience in instructional design and capacity development, good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.

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.

Qualifications required:

Education

Advanced degree in international relations, public policy, education, organizational development, management, or equivalent relevant field.

Experience

- At least 2 years of relevant experience in learning, capacity development, or organizational development, including in the design of learning offerings on topics such as design thinking, innovation, foresight, behavioural science, and/or related areas (required).
- Proven work experience in instructional design, online course creation and facilitation in online and face-to-face environments for UN audiences (required).
- Experience in designing, delivering, and coordinating learning initiatives linked to UN 2.0 or similar transformation agendas (desirable).

Languages

Excellent knowledge of English is essential. Knowledge of Spanish and/or French is an advantage.

Other skills

- Familiarity with the UN system and its reform priorities is required.
- Strong research, analytical and communication skills.
- Ability to work in a fast-paced, evolving environment supporting complex, system-wide initiatives.

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>.