

<b>Vacancy No:</b>	<b>VA/UNSSC/006/2026</b>
<b>Post Title:</b>	<b>Programme Assistant, G5</b>
<b>Organizational Unit:</b>	<b>UNSSC Hub for UN Transformation</b>
<b>Duty Station:</b>	<b>Madrid, Spain</b>
<b>Duration:</b>	<b>1 year; extensions are subject to satisfactory performance and availability of funds</b>
<b>Deadline for applications:</b>	<b>02 September 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.*

\*\*\*

### **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.

### **Responsibilities:**

Under the supervision of the Chief of the Hub for UN Transformation, the Programme Assistant will provide programme support to the team in the following areas:

#### **Administrative and Logistical Coordination of Training Activities**

Administrative and logistical support to UNSSC learning activities, ensuring compliance with UNSSC rules, accuracy of processes, and timely delivery. Specific duties include liaising with internal and external organizational units to initiate requests, obtain necessary clearances, process, monitor, and follow up on administrative actions related to:

- Contracting of consultants and individual contractors, including coordination of Terms of Reference, vendor forms, clearances, and contract amendments.
- Travel planning and arrangements for participants, speakers, and staff, including missions, visas, and related authorizations.
- Identification, negotiation, and coordination of training venues and related service providers.
- Procurement of training-related services and supplies, ensuring alignment with long-term agreements and procurement rules.

Monitoring of workflows, anticipation of operational bottlenecks, and proposal of practical solutions to ensure smooth delivery of activities under tight timelines and across multiple stakeholders.

#### **Data Management, Systems Support, and Reporting**

Data management and systems support to enable accurate reporting and informed management decision-making. Responsibilities include:

- Compilation, validation, and entry of data on learning and training activities, participants, and completion status into UNSSC databases and systems (e.g. CRM, Open ERP, Quantum).
- Maintenance of orderly and up-to-date administrative and programme documentation, including oversight of appropriate storage and filing on SharePoint.

## **Drafting, Review, and Quality Control of Documents and Correspondence**

Drafting, review, and quality control of administrative, financial, and programme documentation. Responsibilities include:

- Review of workshop- and training-related administrative documents for completeness, accuracy, and compliance with applicable rules and procedures prior to submission for approval and signature.
- Identification of inconsistencies, gaps, or risks, and coordination of corrective actions with relevant counterparts.
- Drafting and revision of activity budgets in Open ERP, ensuring alignment between programme plans, agreements, and expenditure lines.
- Drafting of clear and professional correspondence on training-related, financial, and logistical matters with internal and external partners.

## **Support to Online and Blended Learning Activities**

Operational and technical support to online and blended learning activities, ensuring a professional and seamless participant experience. Responsibilities include:

- Administration of webinars and virtual sessions, including test-runs with speakers and facilitators.
- Communication of access, log-in procedures, and technical guidance to participants and speakers.
- Provision of real-time technical support during delivery and coordination of dissemination of recordings and follow-up materials post-webinar.

## **Results Expected**

Provide reliable administrative, logistical and programme support services. Process work and requisite follow-up with minimal supervision, seeking advice from and/or reporting to supervisor as needed. Ensure the accuracy and completeness of documentation submitted to the management. Accurately prepare reports. Consistently apply appropriate policies, rules, guidelines, procedures and practices. Liaise and interact effectively and in a timely manner with colleagues and concerned parties internally and externally.

## **Required Skills and Experience**

### **Education**

Completion of high school or equivalent diploma.

## Experience

At least 5 years of work experience in programme or project administration and logistical support, technical cooperation or related area (mandatory). Experience in an international environment, especially a working environment similar to UNSSC (desirable).

## Languages

English is the official working language of the UNSSC. Fluency in oral and written English and Spanish is required.

## Competencies:

**Professionalism:** In-depth knowledge of programme procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

### **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>.