



**Vacancy No:** AF\_003\_2019  
**Post Title:** Associate Fellow  
**Organizational Unit:** UNSSC Knowledge Centre for Sustainable Development  
**Duty Station:** Bonn, Germany  
**Duration:** until 31 December 2019, extendable  
**Deadline for applications:** 27 June 2019

### **Organizational Context:**

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The UNSSC Knowledge Centre for Sustainable Development, officially opening in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the new sustainable development agenda through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the three dimensions of the new sustainable development agenda.

### **Responsibilities:**

Under the overall guidance of the KCSD Head of Office, and under the direct supervision of the Learning Portfolio Manager, the Associate Fellow will be responsible for, but not limited to, the following tasks to support KCSD learning, training and knowledge management:

#### **Support to learning and training activities:**

- Assist in the design and development of selected KCSD courses in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Provide input and assist throughout all phases of the learning management cycle for selected KCSD learning activities, from needs assessment to evaluation and reporting;
- Support planning, internal coordination, marketing and communication of KCSD learning activities;
- Create, edit and manage content published on UNSSC KCSD online learning environments;
- Assist in the development of KCSD course materials;
- Assist in facilitating e-learning and other training activities;
- Organize and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Support learning assessments, evaluations and analysis;
- Identify and liaise with speakers and partners;
- Video record course resource persons, and create video content for the e-learning activities;

- Prepare and implement course promotion and communication plans: draft short stories, posts, updates, etc. for the UNSSC website and related social media networks; record video interviews with participants and resource persons; and contribute to post-production of multimedia assets such as testimonial videos
- Respond to queries related to the courses;

**Support to the knowledge management:**

- Support and contribute to the development of knowledge products (primers, videos, case studies, etc.) and selected KCSD course content materials;
- Ensure a wide dissemination, usage and usage tracking of the KCSD knowledge products

**Support the administration and management of learning programmes:**

- Draft project proposals and budgets of training activities for review of the course manager;
- Assist in making arrangements for workshops, roundtables and meetings, including issuance of invitations, preparation of attendance lists and agenda, correspondence with participants and monitor follow-up action as required;
- Prepare correspondence and administrative documents (minutes, reports, contracts, etc.).
- Provide general secretarial support services at workshops, training sessions and meetings, including: preparation of pertinent background material and documentation; keeping track of participants' enrolment for each course; booking facilities and rooms at hotels or designated venues; and setting-up training rooms and technical equipment as required;
- Assist the course manager in the preparation and consolidation of forecasts, monitoring and reporting on financial performance of KCSD training activities;
- Ensure liaison between resource persons, participants and service providers; deliver briefings to participants on logistical and administrative aspects of a course or activity;
- Keep track of all consultants' CVs, contracts, payments and assists in the preparation of related documents, as needed;
- Cooperate with internal administrative units;

In addition, the incumbent will:

- Assist the KCSD team in its activities by performing other related duties as required.

**Qualifications and experience:**

This position requires:

Education

A relevant postgraduate qualification in public policy, international development, sustainable development, social sciences, political studies or other related areas.

Experience

At least 2 years of relevant research or work experience in the area sustainable development, international development or related. Previous working experience in the UN System is an asset. Experience in instructional design and e-learning is an asset.

### Languages

English required; a second UN language is an asset.

### Other skills and competencies:

Professionalism: Solid understanding of sustainable development. Knowledge and experience in instructional design and capacity development. Ability to effectively deal with stress during heavy workload periods. Ability to plan, organize, implement and report on work. Critical thinking and ability to adapt.

Communication: Excellent written and spoken communication skills

Technological Awareness: IT fluency and knowledge about learning management systems.

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

### **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 The application should be submitted by e-mail to [recruitment@unssc.org](mailto:recruitment@unssc.org) with a subject title of "Application for Associate Fellow 003 - KCSD".

Late submission of application and/or incomplete application will not be considered.

**N.B:** Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 13 June 2019