



Vacancy No.: AF/004/2020

Post Title: Associate Fellow – e-Learning

Organizational Unit: UNSSC Knowledge Centre for Sustainable Development

Duty Station: Bonn, Germany

Duration: Until 31 December 2020, renewable subject to satisfactory performance and availability of funds

Deadline for applications: 06 February 2020

Organizational context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the 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 2030 Agenda for Sustainable Development through learning, training and knowledge management. It supports, in collaboration with relevant UN institutions and its partners, the policy and operational work of the UN through the design and development of learning packages and tools, platforms of interaction and executive programmes around the dimensions of the sustainable development agenda.

This position is located at the UNSSC Knowledge Centre for Sustainable Development. Under the overall guidance of the KCSD Head of Office, and the direct supervision of the Learning Portfolio Manager, the Associate Fellow will be responsible for the design, development, implementation, monitoring and evaluation of e-learning and training programmes, knowledge processes and other related activities.

Responsibilities:

Within delegated authority, the Associate Fellow will be responsible for the following duties:

- Works with key clients, partners and resource persons to design, develop, implement and evaluate assigned e-learning programmes and knowledge management projects; assists in the development and distribution through web-based learning environments of learning



and reference material; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.

- Assists in facilitating learning sessions and knowledge processes in the framework of workshops, online learning activities, webinars, retreats and other formal and informal learning processes and events as needed.
- Ensures quality and accuracy of e-learning/online courses by reviewing the self-paced modules, course websites, documents, and learning management portals for pedagogical quality and effectiveness.
- Using appropriate e-learning authoring tools, such as but not limited to Articulate products, audio and video editing software, update self-paced courses, modify, and design or redesign as needed.
- Carries out basic research on selected aspects of learning programmes, delivery methods and other aspects connected to learning processes and activities, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for e-learning programme design, development, coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in needs assessment, learning and impact evaluations, as well as research activities and studies.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach, marketing and communications activities; participates in the development of communications and marketing pieces, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Results Expected:

Provides timely and effective support and coordination for the design, development, implementation and evaluation of e-learning activities and knowledge processes within the respective portfolio. Provides well-researched and sound analysis of issues and developments affecting design, development, administration and implementation of learning and knowledge processes. Provides thorough, well-reasoned written contributions. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Qualifications and experience:

The position requires:



Education: A first-level university degree in instructional design, educational technology, adult learning or a related field.

Experience: A minimum of two years of progressively responsible experience in project/programme management in the field of learning and training, knowledge management, or a related area. Familiarity with e-learning authoring tools such as Articulate, audio and video editing tools.

Language: Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

Competencies:

Professionalism: Knowledge and understanding of adult learning and training theories, concepts, methodologies and approaches. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

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.

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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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 the fields of adult learning, sustainable development, and leadership; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available learning and web technology; understands applicability and limitation of technology to enhance learning; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

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 with a subject title of "Application for Associate Fellow 004– e-Learning".

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: 23 January 2020