



**Vacancy No.:** AF/010/2017

**Post Title:** Associate Fellow

**Organizational Unit:** UNSSC UN Lab for Organizational Change and Knowledge (UNLOCK)

**Duty Station:** Bonn, Germany

**Duration:** One year. Renewable subject to satisfactory performance and availability of funds

**Deadline for applications:** 31 January 2018.

**Organizational context:**

The UN System Staff College is the learning institution of and for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

In 2015 the College, in partnership with UNDP's Management Consulting Team, established the UN Lab for Organizational Change and Knowledge (UNLOCK). UNLOCK supports UN staff and entities who are ready for change across four work streams:

- **Advisory** | we provide change management advisory services to UN entities to support teams and whole organizations on their change processes
- **Learning** | we deliver learning programmes to UN staff at all levels to build capacity to lead, manage and cope with change
- **Case Studies** | we author case studies to share best practices and lessons learnt on driving change and innovation in the UN
- **Networks** | we build and nurture networks of change agents across the UN system to share knowledge and foster collaboration for change.

**Terms of reference**

Under the supervision of the Change Learning Specialist, the Associate Fellow will perform the following tasks in support of UNLOCK's learning, case studies and networks work streams:

## **Learning**

- Assist in the design and development of UNLOCK learning solutions in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Support the administration and management of learning programmes;

## **Case Studies**

- Backstop the development of case studies by maintaining and updating a list of potential studies, supporting the identification of consultants, liaising with consultants to ensure that they respect the prescribed timelines, and liaising with graphic designers to ensure that the case studies are formatted according to the College's corporate standards;
- Ensure that case studies are disseminated widely by supporting the development of a dissemination strategy and implementing it, including by organizing launch events;
- Manage the storage and organization of UNLOCK knowledge products;

## **Networks**

- Manage the current UNLOCK networks (the Change Managers Peer Network and the Change Agents for UN Reforms Network) and create and develop new ones as required;
- Support the organization of webinars, meetings, and other events for UNLOCK network members (e.g. annual Change Managers Peer Exchange, monthly meetings of Change Agents for UN Reforms)
- Manage content on the UNLOCK platforms by identifying or drafting relevant content, interviewing resource persons, and publishing and updating content.

In addition, the incumbent will:

- Draft project proposals, budgets and reports relating to UNLOCK activities;
- Coordinate and support the design and development of communication products related to UNLOCK;
- Assist the UNLOCK team in its activities by performing other related duties as required.

## **Qualifications required**

### **Education**

Master's degree in Adult Learning, Communication Sciences, Management, Social Sciences, or other related area.

### **Experience**

A minimum of 3 years of relevant work experience in project management, communications, learning, or online community management.

### **Languages**

Excellent oral and written English.

### **Competencies:**

Communication:

- Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately;
- Tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing:

- Allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; adjusts priorities as required;
- Monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals;
- Places team agenda before personal agenda.

**Other information**

**This appointment corresponds to a local recruitment. The successful candidate is responsible for any expenses incurred in order to take up the duty.**

The Associate Fellow is neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. However, the Associate Fellow may be given the status of an “expert on mission” in the sense of Section 22 of Article VI of the Convention and, if required to travel on behalf of the United Nations, may be given a United Nations certificate in accordance with Section 26 of Article VII of the Convention.

**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 010\_UNLOCK**”.

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

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: 20 December 2017