



Vacancy No: AF/010/2020
Post Title: Associate Fellow
Organizational Unit: Knowledge Centre for Sustainable Development
Duty Station: Bonn, Germany
Duration of Assignment: until 31st December 2020 – extendable
Deadline for applications: **30 August 2020**

Background

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 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 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 five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

Responsibilities

Under the overall guidance and supervision of the KCSD Head of Office, the Associate Fellow will be responsible for the following tasks to support KCSD learning, training and knowledge management:

Support to design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics:

- Support planning, internal coordination, marketing and communication of KCSD learning activities;
- Create, edit, and manage content published on UNSSC KCSD online learning environments;
- Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- Facilitate online courses and other learning events and foster participants' engagement;
- Organise and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Support designing and conducting surveys such as learning needs assessments and course evaluations, and present analysis based on survey results;
- Identify and liaise with speakers and partners;
- Prepare guiding questions and take video recordings of course resource persons, and create video content for e-learning activities, as necessary;
- Prepare and implement course promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks; record video interviews with participants and resource persons; and contribute to post-production (scripts, flow, messaging) and the dissemination of multimedia assets such as testimonial videos;
- Respond to queries related to assigned courses.



Support to knowledge management:

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

Support to administration and management of learning programmes:

- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements, etc.
- Assist learning portfolio managers in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Assist learning portfolio managers in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of KCSD training activities;
- Keep track of all consultants' curriculum vitae (CV), contracts and assist in the preparation of related documents (drafting terms of references, performance evaluations, contract extensions), as needed;
- Assist the KCSD team in its activities by performing other related duties, as required;
- 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 required

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 with a subject title of "Application for Associate Fellow 010 – 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: 17 August 2020