



Vacancy No: AF_013_2020
Post Title: Associate Fellow – Junior Learning Support – 3 positions
Organizational Unit: UNSSC Knowledge Centre for Leadership and Management
Duty Station: Turin, Italy
Duration: One year, starting on 1 January 2021 (renewable)
Deadline for applications: 20 November 2020

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.

Organizational Context:

The UN System Staff College is the learning institution of reference 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 Fall 2017, the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

Responsibilities:

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

- Assist in organizing and facilitating learning sessions and knowledge processes in the framework of online learning activities, webinars, retreats and other formal and informal learning processes and events as needed.
- Support the administration and management of UNSSC learning platforms (Moodle) and the design and development of online courses;
- Monitor online courses and provide help-desk support to participants in order to address eventual technical issues they may encounter;
- Carry out basic research on selected aspects of learning programmes, delivery methods and other aspects connected to learning processes and activities.



- Assist the Knowledge Centre for Leadership and Management in its activities, by performing other related duties as required.

Results Expected:

Provide timely and effective support and coordination for the design, development, implementation and evaluation of KCLM's products within the respective portfolio. Provide well researched and sound analysis of issues and developments affecting design, development, administration and implementation of learning and knowledge processes. Work seamlessly in both virtual and in-person learning environments, and display familiarity and ease of use with technology, tools, and platforms used for learning.

Qualifications and experience:

The position requires:

Education: A first-level university degree in adult learning, business administration, management, economics, communications or a related field;

Experience: A minimum of six months of working experience in adult learning, digital learning, instructional design, and/or communications. Knowledge of e-learning authoring software (e.g. Articulate Storyline, Adobe Captivate, etc.), learning management systems (e.g. Moodle) as well as previous working experience in the UN System are an asset.

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

Competencies:

Professionalism: Proven knowledge and understanding of adult learning, digital learning, and instructional design. Excellent attention to detail and quality of work. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; 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; 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, digital learning, and instructional design; 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