



Vacancy No.: AF /001/2017

Post Title: Associate Fellow

Organizational Unit: Learning Lab

Duty Station: Turin, Italy

Duration: 13 March – 31 December 2017, extendable

Deadline for applications: 17 February 2017

Organizational context:

The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.

The Learning Lab is one of the Programme Teams in the UNSSC, seeking to offer UN system organizations and staff innovative and cost-effective solutions to support staff development and increase learning, management and communication competencies and organizational capabilities. To this end, the Learning Lab team focuses on the application of technology and innovation to learning and knowledge management, fosters peer learning and offers UN personnel a broad portfolio of courses and on-demand services on core skills and management competencies.

The Learning Lab is seeking one associate fellow to design, develop, deliver and evaluate UNSSC on-line and blended programmes in the field of executive management. These programmes are usually conducted entirely online over a period spanning four to six months each, using a mix of synchronous and asynchronous learning methodologies.

Terms of reference

Under the supervision of the Senior Programme Manager and in close collaboration with a Course Coordinator of the Learning Lab, the **Associate Fellow** will be responsible for, but not limited to, the following:

1. Work as part of a team to design and develop online and/or blended learning programmes for UN staff members in management-related areas. Within this team take a leading role in:
 - a. Conducting needs assessment and apply the insight gained through it to design comprehensive learning interventions using a learner-centered design approach.
 - b. Applying appropriate learning technologies and adult learning methodologies to design innovative, engaging and sustainable learning solutions for UN managers and supervisors.
 - c. Guiding resource persons through participants' needs and identify required customisation of lesson plans, case studies and material development.
 - d. Coordinating content implementation in web-based and mobile-learning platforms, authoring content and setting up activities if required.
2. Maintain regular communication with partner UN system organisations regarding design, development and implementation progress, collecting feedback and incorporating client requirements as necessary.
3. Facilitate online management development courses using Moodle platforms and webex, in collaboration with Subject Matter Expert(s) and development vendor(s).
4. Coordinate and monitor enrolment and services offered to participants, ensuring

- colleagues are properly guided and welcomed into their respective online courses.
5. Conduct evaluation tasks and analyse results regularly, providing weekly, interim and final reports to management and clients.
 6. Contribute to general communication and outreach efforts as required.
 7. Contribute to programme management and coordination tasks of the Learning Lab team, providing input and undertaking action as required to ensure compliance with operational processes and procedures.
 8. Perform any other duties as required.

Qualifications required

This position requires:

Education:

Master's degree in instructional design of educational technology, adult education, communication sciences or a relevant field. Candidates not in possession of a Masters degree but who demonstrate substantive relevant experience in the administration, development and management of e-learning courses in a multicultural environment in combination with a relevant Bachelors Degree may be considered.

Experience:

Experience in managing online courses is required. Professional experience in the field of instructional design, training, or education in general is required. Experience designing and managing programmes in a corporate university setting an advantage. Working in an international context is desirable.

Languages:

Excellent knowledge of English is required. Working knowledge of French and/or Spanish is highly desirable. Knowledge of another UN official language is an asset.

Computer skills:

Sound technology skills (MS Office, video editing, managing Moodle platform, conducting WebEx sessions etc).

Proficiency in the use of Moodle and WebEx is highly desired.

Other skills and competencies:

The following skills are highly desirable:

Excellent client-orientation and planning and organizing skills;

Ability to learn and act in a fast-paced environment.

Ability to work effectively as part of a team.

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 preferably by e-mail to recruitment@unssc.org with a subject title of “Application for Associate Fellow – Learning Lab”.

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations
United Nations System Staff College
Viale Maestri del Lavoro, 10
10127 Turin, Italy
Fax: (+39) 011 65 35 902

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: 24 January 2017