



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No:	IC/001/2021
Post Title:	Individual Contractor
Organizational Unit:	Peace and Security
Duty Station:	Turin, Italy
Duration:	15 February – 15 June 2021
Deadline for applications:	7 February 2021

Organizational context

With its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), the Staff College is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. Each year, we offer learning initiatives that reach over 10,000 beneficiaries including residential courses, distance-learning, strategic exchanges and seminars. UNSSC's programmes range from leadership and management development, to the development of those sectoral and functional competences that are needed to effectively serve as an international civil servant. We provide learning interventions to increase technical and substantive knowledge spanning the three pillars of the UN's work: peace and security, human rights and development.

With the rapid development of new activities around the "Sustaining Peace agenda", the Peace and Security team needs an experienced individual contractor who can provide temporary support to the Team's work plan.

Terms of reference

The individual contractor will provide assistance to the UNSSC Peace and Security Team on course offerings related to the Sustaining Peace agenda.

Key Functions include:

- Assist in the design and content development of online courses and e-learning modules on Youth, Peace and Security, Humanitarian-Development-Peace collaboration and related learning offerings;
- Create learning contents using online authoring tools;
- Carry out research and develop case studies in the subject matter area as required;

- Provide online support to courses in terms of setting up and hosting Zoom meetings, creating break-out rooms, and preparing learning spaces on remote learning platforms;
- Provide general support services at online workshops, training sessions and meetings, including preparation of background materials, exercises and documentation;
- Support relations and arrangements with clients, participants and faculty as well as with vendors and service providers;
- Support the planning, internal coordination, marketing and communication of activities;
- Maintaining records and ensuring proper filing systems are in place;

Qualifications required

Education: Master's degree in Peace and Conflict Studies, Political Science, International Relations, International Development, or other related areas;

Excellent English skills (written and spoken); Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools; Ability to effectively deal with stress occurring in heavy workload periods; Ability to meet deadlines; Collaborative working style; Experience in supporting the design, development and delivery of online learning offerings or events, especially on the Sustaining Peace agenda, a distinct advantage; Familiarity with communication, learning and social media tools an advantage; Additional UN languages, an advantage.

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