



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No: IC/002/2020
Post Title: Individual Contractor
Organizational Unit: Evaluation Learning Programme
Duty Station: Turin, Italy
Duration: until 31 December 2020
Deadline for applications: 05 June 2020

I. 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, intergovernmental 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.

The Evaluation Learning Programme (ELP) of the UNSSC focuses on the application of technology and innovation in the area of data analytics and evaluation, fosters peer learning and offers UN personnel a portfolio of courses and on-demand services on core skills and management competencies in measurement and evaluation.

The UNSSC is recruiting one Individual Contractor to be assigned to the ELP. Reporting to the Evaluation Learning Specialist, the Individual Contractor will mainly focus on the design, development, implementation, monitoring and evaluation of learning and training programmes.

II. Responsibilities

With delegated authority, the individual contractor will be responsible for the following duties:

- Assist in the design and development of online courses, e-learning modules through the development of different learning formats and using state-of-the-art instructional design methodologies;

- Support the learning contents design by using state-of-the-art authoring tools;
- Support the creation of multimedia learning materials and promotional materials;
- Support planning, internal coordination, marketing and communication of activities;
- Assist in the organization of webinars, podcasts, video blogs, etc., as appropriate;
- Support evaluation interventions and perform qualitative and quantitative evaluation analysis as needed;
- Carry out research and assist in the development of case studies in the subject matter area as required;
- Publish and update related content on UNSSC learning platforms (Moodle)
- Support the administration and management of the online courses, including the outreach to and engagement with partner institutions and participants;
- Assist the Evaluation Learning Programme in its activities, by performing other related duties as required.

III. **Qualifications required**

- University degree in adult learning, instructional design, educational technologies and other related social sciences;
- Experience with learning management system and e-learning authoring software and video-editing tools;
- Experience in supporting the design and development of digital learning projects and initiatives;
- Previous working experience in the UN System is an asset;
- English required; other UN official language is an asset.

IV. **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 Individual Contractor 002.

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.

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