



Vacancy No.: VA/UNSSC/005/2017
Post Title and Level: Senior Learning Manager, P-5
Organizational Unit: UNSSC Knowledge Centre for Leadership and Management (KCLM)
Duty Station: Turin, Italy
Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance
Deadline for applications 31 January 2018

THE STAFF COLLEGE IS INTERESTED IN SECONDMENT OF STAFF FROM ORGANIZATIONS OF THE UNITED NATIONS SYSTEM

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



Organizational context:

The UN System Staff College is the learning institution of and 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:

Under the supervision of the Head of the KCLM, the incumbent will be responsible for managing the KLCM portfolio originating from contracts and grants. This will include:

1. Manage the portfolio
 - Plan and organize the work and monitor implementation of the programmes, ensuring that they are delivered as per clients' expectations;
 - Provide content expertise, ensuring that programmes adhere to the highest quality standards and incorporate the latest developments in adult education, executive learning, as well as learning technologies

- Develop and implement an evaluation strategy
 - Grow the portfolio, by developing or co-creating new programmes with stakeholders
 - Ensure that internal and external administrative and reporting requirements are met in a timely manner
2. Manage the staff
- Identify and recruit staff in line with internal policies and procedures for recruitment
 - Manage staff work plans, ensuring a fair and equal distribution of tasks
 - Manage staff performance, providing them with guidance, support, and development opportunities
 - Manage team dynamics, ensuring a positive and productive work environment
3. Manage the budget
- Develop and monitor the KCLM budget, ensuring that programmes are financially viable and that the budget is balanced at year end
4. Manage relationships with clients, stakeholders and donors
- Build, nurture and expand strategic partnerships with clients (mainly UN agencies, funds and programmes and UN Secretariat departments), stakeholders (e.g. resource persons, academic institutions, think tanks, NGOs, the private sector) and donors
 - Identify business opportunities
 - Mobilize resources
 - Raise awareness within the UN system of KCLM programmes
5. Design, develop, and deliver learning programmes
- Design, carry out and analyze needs assessments to ascertain clients' learning needs
 - Design and develop learning programmes using state-of-the-art methodologies, resources and tools in adult learning (including online learning and blended approaches)
 - Develop learning content and resources incorporating best practices, latest trends and thinking
 - Deliver and facilitate learning programmes
 - Evaluate learning programmes and incorporate findings in the planning of new initiatives
6. Perform other tasks as required to manage and grow the portfolio.

As a member of the College's senior management team, the incumbent will also be expected to be a collaborative team member and to foster synergies and collaboration with the College's other teams.

Competencies:

Professionalism: Extensive expertise in adult education, professional development, executive learning, leadership development and/or management development. In-depth

knowledge of the latest developments in these fields, particularly as concerns new learning technologies.

Management: Strong management skills, with demonstrated ability to plan and organize subordinates' work, manage performance, manage budgets, take ownership of own responsibilities and honour commitments.

Partnering: Ability to establish and maintain strategic partnerships with a wide range of stakeholders within and outside the organization, identify clients' needs and offer innovative solutions to meet them, and work collaboratively with colleagues to achieve organizational goals.

Attitude and Mindset:

- Entrepreneurship
- Drive for results
- Learning attitude

Education:

Advanced University degree (Master degree or equivalent) in adult education, instructional design, or other related field.

A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

At least 10 years of progressively responsible experience in adult education, professional development, executive learning, leadership development and/or management development, or a related field. Solid management experience. Experience working in the UN common system is a distinct advantage.

Languages:

Fluency in English is required. Knowledge of French or Spanish is a distinct 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>); and
- 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 Senior Learning Manager: VA/UNSSC/005/2017".

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: 13 December 2017