



Vacancy No.: VA/UNSSC/006/2019

Post Title and Level: Stakeholders Programme Management Officer, P4

Organizational Unit: UNSSC Directorate

Duty Station: Turin, Italy

Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 09 June 2019

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. UNSSC is committed to ensure a work force with balance in gender and geographical distribution. Equally qualified women candidates and candidates from developing countries will be favourably considered.

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Organizational context:

Under the direct supervision of the Director of the UNSSC, the Stakeholders Programme Management Officer plays a central role in the coordination of all the institutional activities performed by the College aimed at establishing, facilitating and maintaining relationships with key UNSSC stakeholders, both within the UN system and with other institutions. She/he also takes a lead in the coordination of a variety of administrative and operational matters, as well as in the development and dissemination of internal policies.

In accordance with the established UNSSC policy and procedures, the incumbent provides authoritative guidance and expertise on matters related to operational and procedural matters, policy and strategy development, protocol and management of UNSSC institutional activities aimed at developing effective relationships in support of the implementation of UNSSC's mandate and goals

Responsibilities:

Managing Stakeholders Relations

- Identify and develop areas of cooperation with UN stakeholders, in support of UNSSC's goals as the key learning and training provider of the UN system;
- Within delegated authority, represent the Staff College vis-a-vis other UN organizations so as to ensure alignment of UNSSC policies and practices with UN system needs;
- Contribute to establishing, supporting and facilitating relationships with key UNSSC clients in different locations, gathering clients' needs and disseminating the UNSSC vision;
- Monitor inter-agency priorities and activities in the UN system;
- Coordinate activities related to donor funding and reporting (programme/project preparation and submissions, progress reports, financial statements, etc.) and provide advice on relevant documents/reports;

- Organize and participate in donor briefings; traveling to capitals to discuss with interlocutors in the relevant Ministries or partners, as appropriate;
- Facilitate and maintain relationships with National and Local Authorities, as required, for the effective management of UNSSC activities.

Coordinating Business Intelligence activities

- Produce timely and actionable information which help drive business results and guide decision-making process, including regular client briefings;
- Contribute to promote continuous improvement and innovation in the area of data management;
- Introduce and manage visualizations tools to provide real-time insights to business data;
- Research, analyse and present information gathered from diverse sources.

Supporting Effective Management

- Serve as focal point and primary coordinator for all matters requiring a consolidated response from UNSSC (e.g. audits, management reviews, etc.);
- Provide substantial inputs and support to UNSSC's planning and reporting activities, including annual work plans and reviews, office management plan, and inputs to other strategic moments of reflection.
- Support the core mechanisms and processes that enable the implementation of UNSSC's goals, in particular operational planning, policy coordination, senior-level decision-making and high-level information management;
- Review new and modified policies, strategies and operational procedures and their implications for the College as a whole, ensuring their application;
- As deemed appropriate and within delegated authority, manage key special events (including events involving UN top-level officials);
- Advise the Director on strategic and policy issues. In this context, carry out special assignments on behalf of the Director to resolve sensitive issues with respect to internal management and/or external partners;
- Serve as Secretary of the UNSSC Board of Governors, including proposing agenda items, coordinating the preparation of meetings' background documents, ensuring follow-up;
- Supervise general service and professional staff as required.

Competencies:

Professionalism: Familiarity with the United Nations system and UNSSC's mandates and activities. Knowledge of UNSSC administrative, budgetary, and human resources policies and procedures. Experience in the area of donor relations and reporting. Proven project management abilities. Ability to apply judgment in the context of assignments given, plan

own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Planning and Organising: Sets clearly defined objectives; identifies and mobilises resources; creates and manages timelines; coordinates activities and efforts of internal and external stakeholders; makes contingency plans; monitors progress against strategies; takes account of changing plans while continuing to coordinate efforts effectively.

Qualifications and Experience

Education: Advanced university degree in political science, social science, international relations, management or related fields from an accredited educational institution.

Work Experience: Minimum seven years of professional experience in administration and management; experience in the UN common system is an asset for this position. Prior experience with managing donor relations is required. Familiarity with the working of UN inter-agency mechanisms and UN governing bodies is an asset. Experience in providing policy advice to senior officials / managers is desirable.

Languages: Fluency in oral and written English is required and knowledge of another UN official language is desirable.

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; and

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of “Application for Stakeholders Programme Management Officer: VA/UNSSC/006/2019”.

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: 09 May 2019