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At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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Organizational Context:

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

UNSSC's Peace and Security Hub is one of the three programmatic units within the UNSSC and offers a specialized range of face-to-face, online, blended, and tailored learning and development solutions on contemporary challenges facing the United Nations and its partners. Within the Hub, the Safety and Security Portfolio has been providing training and associated services to the UN System since 2004, including the Trainer Development Certification (TDC) programme and the Safe and Secure Approaches in Field Environments (SSAFE) programme. The portfolio is currently undergoing an expansion to respond to the growing safety and security needs of the UN system and partners.

Terms of Reference

Under the supervision of a Learning Portfolio Manager in the UNSSC Peace and Security Hub and with a focus on Safety and Security programmes, the Associate Learning Officer will perform the following duties:

- Working with key clients, partners and resource persons to contribute to learning programme design, development, coordination and evaluation functions, including:

  o Contributing to programme mapping, scoping, and curriculum development emphasising good practice for pedagogical quality, relevance, and effectiveness;

  o Contributing to the design, analysis and reporting of needs assessments, as well as learning and impact evaluations;

  o Providing input to the development of long-, mid-, and short-term programmatic and learning objectives;

  o Contributing to designing, developing, delivering and evaluating face-to-face and online Safety and Security learning products, field-based simulation exercises and knowledge management activities;

  o Serving as subject matter expert, facilitator and/or trainer for safety and security related learning activities, including facilitation of field-based exercises and simulations with role-players;

  o Ensuring quality and accuracy of selected learning programmes by reviewing modules, and related reference material;

  o Engaging with potential and current resource persons to expand and ensure diversity/quality of training rosters;

  o Coordinating courses and learning activities with a particular focus on alignment of resource persons; faculty; resources and timelines;

  o Providing input to budgeting processes;

  o Contributing to managing the global Trainer Development Certification process and database, and the overall Safety and Security Database, including records management and ensuring data accuracy for reporting;

- o Undertaking outreach, marketing and communications activities; participating in the development of communications and marketing pieces, etc.;

- o Drafting training proposals and concept notes (based on the requests and needs from clients and partners, as well as based on proactive research);

- o Participating in field missions, including provision of substantive and administrative support, data collection, etc.

- o Keeping abreast of current trends, best practices, new technologies, and emerging innovations in training and safety and security, and recommending scoped, relevant actions.

- Contributing to the synchronous and asynchronous delivery of Safety and Security Learning programmes, through:

  - o Preparation, coordination, facilitation and delivery of learning sessions and knowledge processes in the framework of workshops, online learning activities, webinars, self-paced modules, retreats and other formal and informal learning processes and events as required;

  - o Coordination of, and input to user experience (UX) through:

    - ▪ Learning Platforms (e.g. Moodle);

    - ▪ Webinar Tools (e.g. Zoom/Webex etc.);

    - ▪ Other Digital Learning Tools (e.g. Articulate/Rise 360/Mural/ Mentimeter, etc.)

  - o Assisting in the design, development and distribution of selected learning and reference material;

  - o Monitoring and analysing specific aspects of programme/project development and implementation;

  - o Providing administrative and substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.;

- - Supporting programme alumni and the alumni experience, including outreach and the development/delivery of any products or services for this community.

- Contributing to Knowledge Management processes for internal and external use, including;

  - Partaking in Communities of Practice, both at the College as a whole and Peace and Security Hub itself, to guide collaborations and alignment across teams on learning experiences;

  - Partaking in the development and maintenance of standardised guidebooks/job aids/promotional pieces on process; good practice; and lessons learned.

- Performing other related duties, as assigned

Core Competencies

Professionalism: Solid understanding and experience in learning design, e-learning content development and technology-enhanced learning. Knowledge of UN security and safety policies, procedures and existing trainings. Demonstrated professional competence with designing and delivering inter-active adult learning solutions in a UN context in the area of safety and security.

Planning and Organizing: Good organization and co-ordination skills to plan and execute actions in response to changing needs. Ability to advise on issues and priorities related to the safety and security portfolio, and to suggest responsive initiatives. Ability to organize and delegate work and to supervise support staff and interns.

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. Ability to tailor language, tone, style and format to match audience. Demonstrates openness in sharing information and keeping people informed.

Technological Awareness: Proven ability to keep abreast of available technology. Ability to understand applicability and limitations of technology to support learning and training interventions. Willingness to learn new technology and content authoring software. Knowledge and experience working with databases. Ability to manage online meeting and web conferencing tools (e.g. Zoom, WebEx).

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise. Willingness to learn

from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Creativity: Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Takes an interest in new ideas and new ways of doing things. Is not confined to traditional approaches.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in safety and security. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

Qualifications required

Education

Advanced University degree (or equivalent) in Security Studies, Peace and Conflict Studies, Humanitarian and/or Social Sciences; International Relations, Political Science, or related discipline. A first level degree with a relevant combination of work experience may be considered in lieu of the advanced University degree.

Experience

- At least 2 years of working experience in adult learning, client support and engagement (mandatory);
- Experience as facilitator and trainer in security trainings, including facilitating simulations with role players (mandatory);
- Experience with Moodle-based environments (mandatory).
- Solid knowledge and experience of learning design (online, face-to-face, and blended), content management and curation (mandatory).
- Previous working experience in the UN System is desirable.

Languages

Fluency in English is required. Knowledge of another UN official language is an asset.

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

Please apply through the online application form available at:

https://www.unssc.org/about/employment-opportunities