



Vacancy No.:	AF/001/2019
Post Title and Level:	Associate Fellow, Directorate
Organizational Unit:	Directorate
Duty Station:	Turin, Italy
Duration:	1 year full-time, renewable subject to satisfactory performance
Deadline for applications:	14 February 2019

Background Information

As the learning institution of and for the United Nations system, the UN System Staff College (UNSSC) delivers learning programmes and provides a space for learning to UN staff and partners at all levels, in all functions and locations. Its inter-agency mandate allows the Staff College to 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, UNSSC helps the UN system deliver for the 2030 Agenda. In particular, UNSSC is expected to play a pivotal role in contributing to all three pillars of current UN reforms efforts through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.

This position is located in the UNSSC Directorate and is based in Turin, Italy. The Associate Fellow will work closely with the Directorate team and report to the UNSSC Director. The incumbent is expected to provide substantive and practical assistance to the Director and his/her team.

Responsibilities:

The Associate Fellow will be responsible for the following duties:

- Provide assistance to the Director in implementing his/her responsibilities by preparing concept papers, briefing notes, talking points and presentations on matters related to the College;
- Keep the Director informed on matters requiring her/his personal attention, and ensure appropriate follow-up, as directed;
- Research, analyze and present information gathered from diverse sources on assigned topics/issues;
- Assist in the organization of meetings, seminars, conferences, workshops, as directed;
- Prepare background papers and documentation in preparation of meetings and events; take minutes of meetings;
- Provide substantive assistance to the Directorate team, as required;
- Carry out other related tasks as may be directed.



Qualifications and Experience

Education:

A first-level university degree in public administration, governance, political science, social science, business administration, law, public finance or related field.

Work Experience:

A minimum of one year of progressively responsible experience in project management or similar roles. Working in a multicultural environment, in an executive education environment, and/or in the United Nations is a distinct advantage.

Languages:

Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable. Knowledge of Italian is an asset.

Competencies:

Professionalism:

Knowledge and understanding of concepts, theory and applications relating to executive education, public administration and development management. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations.

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 audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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 by e-mail to



recruitment@unssc.org with a subject title of “Application for Associate Fellow 001 - Directorate”.

Late submission of application and/or incomplete application will not be considered.

N.B: 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.