



Vacancy No: AF_002_2018
Post Title: Associate Fellow
Organizational Unit: Peace and Security
Duty Station: Turin, Italy
Duration: 1 July 2018 until 31 December 2018 - extendable
Deadline for applications: 8 June 2018

Organizational Context:

The United Nations System Staff College is an international organization based in Turin, Italy, that provides learning, training and knowledge management activities for the staff of the United Nations.

The peace and security portfolio covers a number of existing learning and training products and is currently being expanded in line with the UNSSC strategic plan 2018-2021.

All training and learning activities require numerous administrative and logistic arrangements irrespective of whether they are planned to take place in Turin or elsewhere.

Terms of reference

Under the supervision of the Senior Manager, Peace and Security Team, and in close collaboration with the Course Coordinators and Support Staff, specific duties and responsibilities of the Associate Fellow are as follows:

- Provide full administrative and logistical support to preparation of training activities including responding to incoming communications, contacts with participants and resource persons, drafting and word processing of reports and communications either on own initiative or on instruction from team members.
- Facilitate webinars for the participants in the online courses.
- Provide typing and editing of correspondence and documents, training material, supporting documents for training activities and outputs for participants.
- Assist in making arrangements for workshops, including preparation of course material, attendance lists and agenda, correspondence with participants and any follow-up action.
- Provide liaison between resource persons, participants and the College's services or the selected venue during training activities
- Perform other duties as required.

Competencies:

Professionalism: Good working knowledge of international business practices as well as best value for money concept and methodology, expertise in handling administrative tasks in the context of UN policies and standards;



Judgment and Decision-Making: Sound judgement in applying technical expertise to resolve a range of issues/problems.

Planning and Organizing: Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

Communication: Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on administrative-related matters and prepare written documents, contracts, reports, etc. in a clear, concise style.

Accountability: Operates in compliance with organizational regulations and rules.

Education:

University degree (Master's degree or equivalent) in Business Administration, Public Administration, or relevant field is also acceptable.

Work Experience:

At least 2 years of relevant professional experience in administrative related duties preferably within the United Nations context.

Languages:

Excellent knowledge of English and any other UN language. Knowledge of Italian is an asset.

Other Skills:

Good negotiation and communication skills, a task- and result-oriented approach and ability to prioritize tasks and organize work. Good computer skills. Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

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 002".

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.

Date of issuance: 16 May 2018