



**Vacancy No:** AF\_002\_2019  
**Post Title:** Associate Fellow  
**Organizational Unit:** UNSSC Knowledge Centre for Leadership and Management  
**Duty Station:** Turin, Italy  
**Duration:** 1 April to 31 December 2019, extendable  
**Deadline for applications:** 15 March 2019

### **Organizational Context:**

The UN System Staff College is the learning institution of reference 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.

The UNSSC is recruiting an Associate Fellow to be assigned to the KCLM. Reporting to a Learning Portfolio Manager, and on the basis of annual work plan and assignments, the Associate Fellow will mainly focus on the design, development, implementation, monitoring and evaluation of learning and training programmes, knowledge processes and other related activities included in a particular Learning Portfolio.

### **Responsibilities:**

Within delegated authority, the Associate Fellow will be responsible for the following duties:

- Work with key clients, partners and resource persons to facilitate the development, implementation and evaluation of assigned learning programmes and knowledge management projects; assist in the development and distribution of learning and reference material through web-based learning environments, including content curation and moderation of web-based social learning spaces; monitor and analyze specific aspects of programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and recommend corrective actions; liaise with relevant parties; identify and track follow-up actions.
- Assist in facilitating learning sessions and knowledge processes in the framework of workshops, online learning activities, webinars, retreats and other formal and informal learning processes and events as needed.
- Carry out research on selected aspects of learning programmes, delivery methods and other aspects connected to learning processes and activities, to include

- collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provide substantive support for learning programme design, development, coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in needs assessment, learning and impact evaluations, as well as research activities and studies.
  - Participate in survey initiatives; assist with design of data collection tools; issue data collection tools, review, analyze and interpret responses, identify problems/issues and prepare preliminary conclusions.
  - Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
  - Provide administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
  - Undertake outreach, marketing and communications activities; participate in the development of communications and marketing pieces, etc.; participate in and make presentations on assigned topics/activities.
  - Participate in field missions, including provision of substantive and administrative support, data collection, etc.
  - Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
  - Perform other relevant duties as required.

**Work implies frequent interaction with the following:**

Counterparts, officers and technical staff across the UN system. Representatives and officials in national governments and other international organizations. Members of civil society, academia and consultants.

**Results Expected:**

Provide timely and effective support and coordination for the design, development, implementation and evaluation of learning activities and knowledge processes within the respective portfolio, including content curation and moderation of web-based communities of practice, blogs and digital content repositories. Provide well researched and sound analysis of issues and developments affecting design, development, administration and implementation of learning and knowledge processes. Provide thorough, well-reasoned written contributions. Effectively, and in a timely manner, liaise and interact with colleagues and concerned parties internally and externally.

**Qualifications and experience:**

The position requires:

**Education:** A first-level university degree in adult learning, business administration, management, economics or a related field.

**Experience:** A minimum of two years of progressively responsible experience in project/programme management in the field of learning and training, knowledge management, or a related area.

**Language:** Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

## **Competencies:**

**Professionalism:** Knowledge and understanding of adult learning and training theories, concepts, methodologies and approaches. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. 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.

**Communication:** Speaks and writes clearly and effectively in a manner adapted to different channels and purposes, including web-style communication; 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; 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.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or 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 the fields of adult learning, leadership and management; actively seeks to develop oneself professionally and

personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

**Technological Awareness:** Keeps abreast of available learning and web technology; understands applicability and limitation of technology to enhance learning, in particular blogging, social media and mobile-friendly solutions which could underpin micro-learning initiatives; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

### **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](mailto:recruitment@unssc.org) with a subject title of "Application for Associate Fellow 002 - KCLM".

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: 20 February 2019