



Vacancy No: AF_003_2018
Post Title: Associate Fellow
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Bonn, Germany
Duration: until 31 December 2018
Deadline for applications: 24 August 2018

Organizational Context:

The UNSSC Knowledge Centre for Sustainable Development, officially opened in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the sustainable development agenda through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN and member states through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of the 2030 Agenda.

Learning at the UNSSC Knowledge Centre for Sustainable Development

The Agenda 2030 profoundly challenges the way development partners work as it requires enhanced multi-sectorial as well as cross-institutional integration.

To address the requirements of the Agenda 2030, the UNSSC Knowledge Centre for Sustainable Development integrates knowledge across UN agency mandates and thematic pillars of sustainable development. The UNSSC Knowledge Centre fosters inter-agency coherence and strengthens dialogue and networks within and beyond the UN system.

The UNSSC Knowledge Centre's role in inter-agency learning, knowledge sharing, and knowledge management enhances coherence of development interventions and increases operational and conceptual capacity of UN staff as well as a multitude of other partners.

The capacity development approach of the UNSSC Knowledge Centre is organized around **6 interdependent building blocks:**

- **EXAMINE:** We provide concrete learning opportunities where UN Staff and partners can learn and examine the sustainable development agenda in its thematic and cross-cutting dimensions.
- **EMPOWER:** We assist UN Country Teams in their efforts to implement the Agenda 2030 by identifying their learning needs with regards to the substance of Agenda 2030 as well as the approaches required for its implementation and provide customized learning programmes.
- **PARTNER:** We help the UN and partners to better engage in constructive partnerships and stakeholder engagement to become genuine catalysts for sustainable development.
- **MEASURE:** We recognize the importance of a coherent measurement language and new approaches to data collection in the pursuit of the objectives of Agenda 2030, which is reflected in our learning offerings.



- **LEAD:** We create a space where leaders across sectors can hone their craft, becoming more effective, strategic facilitators, implementers, and leaders of transformational change in the context of Agenda 2030.
- **COMMUNICATE:** We dispense training formats on communication and advocacy for sustainable development and engage alumni and the larger community in continuous discussions through diverse knowledge management platforms and formats.

Responsibilities:

Under the overall guidance of the Head of Office, the Associate Fellow will be responsible for, but not limited to, the following tasks related to the deliverables of the Digital Learning Unit and Policy Coherence Team within the UNSSC Knowledge Centre for Sustainable Development:

- Supporting the finalization of a **UNDP project on anti-corruption**
- Supporting the development, implementation and facilitation of **courses in the area of policy coherence**, including courses on UN Country Team Leadership;
- Supporting the development, implementation and facilitation of customized UNCT courses, such as a **tailored course for the World Health Organization**;
- Supporting the development, implementation and facilitation of contractual offerings for sustainable development academies and capacity development initiatives for civil servants;
- Supporting the administrative, logistical and substantive aspects of the partnership with IE University, related to the **development of a Master's Programme on International Relations**;
- Supporting the development of **substantive articles and publications** related to the course offerings of the Policy Coherence Team;
- Supporting **partnerships and collaborations with diverse entities**, in the topic areas covered by the team;
- Perform other relevant duties as required.

Qualifications and experience:

This position requires:

- Primary degree in law, development studies, public policy, international relations, economics or related field;
- At least one (1) year of relevant experience, preferably in an international context,
- Up to date knowledge of current development issues, particularly around the Agenda 2030;
- Proven research capacity;
- Proven experience in knowledge management / learning facilitation, on aspects such as strategy development and implementation, and/or training on methodologies and tools;
- Strong written and verbal communication skills; organized and able to present ideas in a concise and logical format including proven ability to summarize lengthy and complex information into short and simple language;



- Collaborative working style;
- Proficient (written & oral) in English.

Competencies:

Professionalism: Strong skills in knowledge management; and an ability to effectively deal with stress during heavy workload periods;

Communication: Excellent communication skills;

Technological Awareness: Excellent computer skills and knowledge of associated electronic devices, as well as excellent ability to use social media as well as KM tools (blogs, twitter, LinkedIn, Facebook, websites, etc.).

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization.

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 003".

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: 25 July 2018