



Vacancy No: AF_005_2018
Post Title: Associate Fellow
Organizational Unit: Peace, Security and Humanitarian Action
Duty Station: Turin, Italy
Duration: 1 January 2019 until 31 December 2019 - extendable
Deadline for applications: 19 December 2019

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.

The SSAFE, Trainer Development and Certification (TDC) , and Decentralized Governance and Sustaining Peace programmes require various administrative and logistic arrangements regardless of whether their respective training activities take place in Turin or elsewhere.

Terms of reference

Under the supervision of the Senior Manager, Peace, Security and Humanitarian Action Team, and in close collaboration with the Learning Portfolio Manager, specific duties and responsibilities of the Associate Fellow are as follows:

- Constantly update the UNSSC-UNDSS Trainer & Participant database;
- Manage the TD, SSAFE-TDC and SSAFE certification process. This task include responding to incoming communications, contacts with participants and resource persons, report and statistical report writing and analysis, either upon own initiative or upon request from Senior Manager or Learning Portfolio manager;
- Facilitate webinars for the participants in the online courses of Decentralised Governance and Sustaining Peace;
- Maintain the “UNSSC-UNDSS Learning Management System” on the NewUNCampus, serving a variety of UN safety and Security Training programmes such as SCP/LSA, ETB, TDC, WSAT, SSAFE, through tasks such as:
 - ✚ Providing access and login credentials to the new members of the various Community of Practice members;
 - ✚ Following-up with Training focal points (in English and French) in the field to obtain missing information regarding their own Training Curricula;
 - ✚ Provide the Learning Portfolio manager with a preliminary overview on the SSAFE training curricula received from the field (e.g. presence of the standard modules and respective lesson/session plans, list of safety measures to be followed during the field training exercise).



- Contribute to marketing and communications efforts, through the drafting of information pieces and correspondence;
- Provide technical support to e-learning development process as required, through tasks such as:
 - ✚ Conducting benchmarking and research as required to inform development;
 - ✚ Editing digital learning assets and resources (i.e. PowerPoints); and
 - ✚ Contributing to quality control of infographics, multimedia and other e-learning assets and resources.
- Any other duties as assigned 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:

Advanced University Degree (Masters or equivalent) in Communication, Gender studies, International Relations.

Work Experience:

At least 1 year of relevant professional experience in managing database, learning management systems, and online educational modules, preferably within the United Nations context.

Languages:

Fluency (written and oral) in English and French.

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 005".

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: 3 December 2018