



Vacancy No: AF_007_2019
Post Title: Associate Fellow
Organizational Unit: Peace, Security and Humanitarian Action
Duty Station: Turin, Italy
Duration: until 31 December 2019 - extendable
Deadline for applications: 15 August 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 Safe and Secure Approaches in Field Environment (SSAFE)-Trainer Development and Certification (TDC) programme require various training, 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:

- With the aim of verifying compliance with the minimum standards, assessing the quality of the all SSAFE curricula received from the various duty station where SSAFE is being delivered;
- Maintaining and continuously updating the Moodle-based trainer network that covers SSAFE, WSAT, ETB and other training courses or modules as agreed between UNDSS and UNSSC;
- Conducting level 1 (Reaction) evaluation for all TDC courses where UNSSC has co-delivered. Work together with TDC to review and redesign training sessions and update materials accordingly.
- Co-delivering SSAFE for Surge Deployment courses conducted in Turin;
- Co-delivering the SSAFE theoretical part and SSAFE Field Training Exercise during the TDC+SSAFE courses delivered in Turin;
- Supporting in the preparation and distribution of Attendance Certificates for the Safety and Security courses jointly managed by the UNSSC and the UNDSS after checking compliance with set minimum requirements (e.g. courses delivered by certified trainers, approved curricula etc.)
- Administer the online /surveymonkey) VARK and Learning Styles questionnaire and questionnaires on expectations, needs and experiences of participants attending the TDC and TDC+SSAFE courses held in Turin and elsewhere;
- Supporting the updating process of the "Trainer and Participant Database", serving a variety of UN safety and Security Training programmes such as LSA, ETB, TDC, SSAFE, through tasks such as:
 - Inserting lists of participants received from the field into the database;



- Following-up with Training focal points (in English and French) in the field to obtain missing data; and
- Updating the online lists of courses planned worldwide.

- Contributing to marketing and communications efforts, through the drafting of information pieces and correspondence.
- Contributing to administrative tasks as required, internal discussions and meetings, note taking and report writing, and support Course Coordinator(s) in coordinating and following up with Finance and Administration on e-learning related issues.
- Providing 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.

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 Security and Risk Management, International Relations, Political Science, and related social sciences. A first level degree with a relevant combination of academic qualifications and experience may be considered in lieu of the advanced University degree.

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.

**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 007".

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: 1st August 2019