



Vacancy No: AF/005/2020
Post Title: Associate Fellow – Road Safety
Organizational Unit: Peace, Security and Humanitarian Action
Duty Station: Amman, Jordan
Duration: until 31 December 2020- extendable
Deadline for applications: 01 March 2020

Organizational Context:

The United Nations System Staff College (UNSSC) 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.

Road crashes are a leading cause of death and serious injury to United Nations personnel and other road users. In recognition that high quality, sustainable and cost-effective driver training options are not readily available globally, the Staff College supports the creation of sustainable capacity within UN and partner organizations to plan and deliver standardized, high-quality training and post-training evaluation.

In 2018, the Staff College established a Road Safety Programme to support activities under the Strategy's Safer Road Users Pillar, with a specific focus on building capacity within UN organizations to deliver standardized, sustainable and cost-effective driver training. UNSSC also chairs the UN Safer Road Users Working Group and is recognized by the Royal Society for the Prevention of Accidents (RoSPA) as an International Training Centre.

As part of its portfolio, the Staff College offers a series of capacity building training courses related to road safety. These include a 3-day Defensive Driver Training (DDT), a 5-day Advanced Safe Driver Training (ASDT), and a 12-day Driver Training of Trainers (ToT) course that enables successful participants to deliver the DDT and ASDT based on their organization's specific needs.

As demand increases for road safety related training and learning activities, additional training and administrative support is required to maintain a high level of service. At the same time, there is a gap in the provision of Arabic language training services, including planning, delivery, evaluation and quality assurance. This position involves frequent travel to support training activities across all UN regions.

Deliverables:

Under the supervision of the Road Safety Portfolio Manager, Peace, Security and Humanitarian Action Team, specific duties and responsibilities of the Associate Fellow are as follows:

- Plan, deliver and administer face to face training and learning activities as a lead or co-trainer, including Defensive Driver Training (DDT), Advanced Safe Driver Training (ASDT) and/or Road Safety Management workshops, in English or Arabic
- Deliver the Driver ToT as a co-trainer under the direct supervision of the Road Safety Portfolio Manager
- Support business development activities, including conducting learning needs assessments, road safety risk profiles, and providing recommendations for a contextualized training program to organizations, offices and country teams.



- Support training development activities, including participating in design meetings and providing suggestions to further improve the curriculum, scope, content, design, objectives, and impact of the overall programme.
- Quality assurance activities, including Level 3 (application) evaluations and re-certification of trainers within the network.
- Provide administrative support for the UNSSC Road Safety Program, including:
 - Select translation of technical training materials into Arabic;
 - With the aim of verifying compliance with the minimum standards, assessing the quality of the all road safety training curricula received from duty stations where UNSSC road safety activities are being delivered;
 - Maintaining and updating the Module-based trainer network that covers DDT and ASDT, including both English and Arabic versions;
 - Conducting level 1 (Reaction) evaluation for all road safety courses;
 - Supporting in the preparation and distribution of training Certificates after checking compliance with set minimum requirements (e.g. courses delivered by certified trainers, approved curricula, behaviour change conducted, etc);
 - Maintain and update the “Trainer and Participant Database” and “UN Road Crash Database”
 - Contributing to marketing and communications efforts, through the drafting of information pieces and correspondence.
- Any other duties as assigned.

Competencies:

Professionalism: Good working knowledge of 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:

High School Diploma and current certification as a Driver Trainer through the UNSSC Road Safety Program, or equivalent valid certification, e.g. RoSPA Level 3 Driver Trainer qualification

**Work Experience:**

At least five years' experience with multilateral organizations, and at least two years of experience delivering face-to-face driver training, preferably within the UN context.

Languages:

Fluency (written and oral) in English and Arabic.

Other Skills:

Strong technical and analytical capacities, particularly in the field of training and road safety. Strong interpersonal, communication and presentation skills, coupled with the 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. Strong computer skills.

The successful candidate must demonstrate the capacity to independently identify and nurture training opportunities within the MENA region.

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 – Road Safety".

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: 14 February 2020