



Vacancy No: AF/007/2020
Post Title: Associate Fellow
Organizational Unit: Knowledge Centre for Sustainable Development
Duty Station: Bonn, Germany
Duration: until 31st December 2020 - extendable
Deadline for applications: 31 May 2020

Organizational Context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, at UN Headquarters as well as at the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The UNSSC Knowledge Centre for Sustainable Development is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the 2030 Agenda for sustainable development 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 through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

Terms of reference

Under the overall guidance and supervision of the KCSD Head of Office, the Associate Fellow will be responsible for the following tasks to support KCSD learning, training and knowledge management:

Design, development and administration of the WHO Course “The 2030 Agenda: Working beyond the Health Sector”:

The primary responsibility of the Associate fellow will relate to the design and development of the WHO online course. In particular, the Associate Fellow will

- Assist in the design and development of the WHO Course “The 2030 Agenda: Working beyond the Health Sector”, as well as other KCSD courses in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Provide input and assistance throughout all phases of the learning management cycle for the WHO course, as well as other KCSD learning activities, from learning needs assessment to evaluation and reporting;
- Assist with any administrative and organizational procedures regarding the management of the course and the liaison with WHO and other counterparts.

Furthermore, the Associate Fellow will be involved in other tasks, such as:



Design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics:

- Support planning, internal coordination, marketing and communication of KCSD learning activities;
- Create, edit, and manage content published on UNSSC KCSD online learning environments;
- Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- Facilitate online courses and other learning events and foster participants' engagement;
- Organise and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Support designing and conducting surveys such as learning needs assessments and course evaluations, and present analysis based on survey results;
- Identify and liaise with speakers and partners;
- Prepare guiding questions and take video recordings of course resource persons, and create video content for e-learning activities, as necessary;
- Prepare and implement course promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks; record video interviews with participants and resource persons; and contribute to post-production (scripts, flow, messaging) and the dissemination of multimedia assets such as testimonial videos;
- Respond to queries related to assigned courses.

Knowledge Management:

- Support and contribute to the development of knowledge products (primers, videos, case studies, etc.) of assigned course content materials;
- Ensure wide dissemination, usage and tracking of KCSD knowledge products.

Administration and management of learning programmes:

- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements, etc.
- Assist learning portfolio managers in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Assist learning portfolio managers in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of KCSD training activities;
- Keep track of all consultants' curriculum vitae (CV), contracts and assist in the preparation of related documents (drafting terms of references, performance evaluations, contract extensions), as needed;
- Assist the KCSD team in its activities by performing other related duties, as required;
- Cooperate with internal administrative units.



Qualifications required

This position requires:

Education

A relevant postgraduate qualification in social sciences, development studies, environmental governance, political studies, human rights, and other relevant areas. A solid understanding of sustainable development and the Agenda 2030 is an asset.

Experience

At least 2 years of relevant experience in the area of research, training, capacity building, leadership development or related. Previous work experience in the UN System is an asset. Working experience in instructional design and e-learning is an asset.

Languages

English is required; knowledge of another UN language is an asset.

Other skills and competencies:

Professionalism: Ability to effectively deal with stress during heavy workload periods. Ability to plan, organize, implement and report on work. Critical thinking and ability to adapt.

Communication: Excellent written and spoken communication skill.

Technological Awareness: IT fluency and minimum knowledge about learning management systems.

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 007 – KCSD".

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: 18 May 2020