Vacancy No: **AF_008_2019**
Post Title: **Associate Fellow**
Organizational Unit: **UNSSC Knowledge Centre for Leadership and Management**
Duty Station: **Turin, Italy**
Duration: **from 8th of January until 31 December 2020, extendable**
Deadline for applications: **20 December 2019**

<u>Organizational Context:</u>

The UN System Staff College is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

In Fall 2017 the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

<u>Responsibilities:</u>

Within delegated authority, the Associate Fellow will be responsible for the following duties:
- Work with key clients, partners and resource persons to facilitate the development, implementation and evaluation of digital learning products and other online learning initiatives;
- Storyboard, design, develop, and edit course content using instructional design principles;
- Curate content and design/develop e-learning courses, training videos, user guides, and other materials;
- Develop and maintain SCORM compliant content and other technical compliance requirements, and publish and update content on UNSSC's learning management system (Moodle);
- Support the administration and management of UNSSC learning platforms (Moodle) and the design of online courses;
- Monitors online courses and help solve any technical problems that participants may encounter;
- Carry out basic research on selected aspects of learning programmes, delivery methods and other aspects connected to digital learning processes and activities, to include collecting, analyzing and presenting data and other information gathered from diverse sources.
- Participate in survey initiatives; assist with design of data collection tools; issue data collection tools, review, analyze and interpret responses, identify problems/issues and prepare preliminary conclusions.

- Undertake outreach, marketing and communications activities; participate in the development of communications and marketing pieces, etc.; participate in and make presentations on assigned topics/activities.
- Assist the Knowledge Centre for Leadership and Management in its activities, by performing other related duties as required.

Work implies frequent interaction with the following:

Counterparts, officers and technical staff across the UN system. Representatives and officials in national governments and other international organizations. Members of civil society, academia and consultants.

Results Expected:

Provide timely and effective support and coordination for the design, development, implementation and evaluation of e-learning products within the respective portfolio. Provide well researched and sound analysis of issues and developments affecting design, development, administration and implementation of digital learning and knowledge processes.

Qualifications and experience:

The position require:

Education: Advanced University degree in adult learning, instructional design, educational technologies and related social sciences;

Experience: At least 1 year of working experience in e-learning instructional design and development. Solid knowledge of e-learning authoring software (e.g. Articulate Storyline, Adobe Captivate, etc.), learning management systems and online meeting and web conferencing tools (e.g. WebEx, Adobe Connect); Previous working experience in the UN System is an asset.

Language: Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

Competencies:

Professionalism: Solid knowledge and understanding of technology-enhanced learning, instructional design and e-learning development. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to Continuous Learning: Keeps abreast of new developments in the fields of adult learning, digital learning, and instructional design; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available learning and web technology; understands applicability and limitation of technology to enhance learning; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

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 008 - KCLM".

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: 06 December 2019