



Vacancy No: AF/009/2017
Post Title: Associate Fellow – Project Manager
Organizational Unit: Knowledge Centre for Leadership and Management (KCLM)
Duty Station: Bonn, Germany
Duration: 1st February 2018 – 31st August 2018 – extendable subject to satisfactory performance and availability of funds
Deadline for applications: 16 January 2018

Organizational context

The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College plays a role in contributing to UN reform, the development of a common management culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of crosscutting learning programmes, which affect all agencies and staff.

KCLM is one of three Knowledge Centres in the College working with leadership development, management development and change management and innovation across the UN system.

KCLM is urgently seeking to recruit the Project Manager to lead the development and delivery of a major management development project for a critical client in the UN system. The management development project targets first time managers and individual contributors and focuses on contributing to a management culture of trust, engagement and support, respect for diversity and inclusion, performance management, results-based planning, time management, team results, adaptability, as well as feedback, continuous learning, resilience and well-being. The programme will be designed in a sustainable way to ultimately benefit more than 9,000 staff members.

The Project Manager is responsible for the initial development and learning design as well as piloting of four (4) modules. If successful, the contract may be extended to cover an additional seven modules though this depends on availability of funding.

Terms of reference

Under the supervision of the Change Learning Specialist, the Project Manager will be responsible for, but not limited to, the following:

- Ensuring overall agreement with the client on the design and delivery methodology for the initial four pilot modules; in particular, the Project Manager will ensure integration of findings from the clients' Training Needs Analysis and the additional preparatory analysis conducted by an external partner;
- Liaising with the client; identifying, contracting and managing external vendors and consultants; ensuring timely reporting – financial and progress to the client;
- Taking active responsibility for shaping the design and production to meet best practice content and methodological standards including quality assurance of the development of learning 'objects' by project associates;



- Drafting high-level story boards as necessary and liaise with subject matter experts from within and outside of the UN, supporting them to create and tailor contents for the modules as required;
- Designing and implementing the piloting phase of the contract in collaboration with the clients, ensuring substantial end-user feedback on pilot modules;
- Developing module content as identified in story-boards; participating in the quality assurance of modules as well as content produced by vendors and project team colleagues;
- Undertaking benchmarking and/or research as required to identify best practices and relevant sources of knowledge that could be used in support of new and existing programmes;
- Ensuring adherence to the guiding principles of the contract between the client and UNSSC in particular with respect to diversity, gender and inclusion and that solutions meet the required technical standards in the contract as well as compatibility with the client's LMS;
- Performing any other duties as required.

Qualifications required

This senior position require:

Education:

Master's degree in instructional design, educational technology, adult education, communication sciences and /or management and leadership development (or at least substantial practical experience of one of the fields).

Experience:

Minimum 8 – 10 years of relevant experience from leadership and management education and design of 'cutting edge' innovative 'best-of-class' online learning activities.

Professional experience in the field of instructional design, training, or education in general is required. Experience from the UN, alternatively, from a civil service or from international multicultural learning contexts is highly desired. The incumbent must be able to demonstrate that she/he brings best practice management and leadership development expertise.

Project management experience from a multicultural setting is highly desirable.

Languages:

Excellent knowledge of English is required. Working knowledge of French and/or Spanish is highly desirable. Knowledge of another UN official language is an asset.

Computer skills:

Proficiency in It is a requirement e.g. (articulate storyline, captivate, MS Office, video editing, Moodle platforms and other LMS systems, conducting WebEx sessions etc.).

Other skills and competencies:

The following skills are necessary:

Excellent client-orientation, planning, and organizing skills;

Ability to learn and act in a fast-paced environment.

Ability to work effectively as part of a team.



Other information

This appointment corresponds to a local recruitment. The successful candidate is responsible for any expenses incurred in order to take up the duty.

The Associate Fellow is neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. However, the Associate Fellow may be given the status of an “expert on mission” in the sense of Section 22 of Article VI of the Convention and, if required to travel on behalf of the United Nations, may be given a United Nations certificate in accordance with Section 26 of Article VII of the Convention.

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 009 – KCLM”.

Late submission of application and/or incomplete application will not be considered.

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 December 2017