



Vacancy No.: AF/002/2017

Post Title: Associate Fellow

Organizational Unit: UNSSC Knowledge Centre for Sustainable Development

Duty Station: Bonn, Germany

Duration: 10 months starting from March 2017, renewable subject to satisfactory performance and availability of funds

Deadline for applications: 12 February 2017

Organizational context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for 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, UN Headquarters as well as 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, officially opening in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the new sustainable development agenda 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 three dimensions of the new sustainable development agenda

Terms of reference

Under direct supervision of the UNSSC Course Coordinator of the Knowledge Centre, the Associate Fellow will perform the following tasks in support of the development and delivery of e-learning initiatives in the programmatic areas mentioned above:

- Assist in the design and development of UNSSC e-learning courses;
- Design and development of web-based and multimedia content for e-learning;
- Publish and update content on UNSSC learning platforms (Moodle and Claned)
- Support the administration and management of UNSSC learning platforms (Moodle and Claned);
- Support the organization of webinars, meetings, podcasts, etc.;
- Monitors online courses and help solve any technical problems that participants may encounter;
- Support the creation of training solutions that may be delivered in a variety of formats: virtual classroom training, online self-paced courses, and mobile learning;
- Assist the Knowledge Centre for Sustainable Development in its activities, by performing other related duties as required.

Qualifications required

This position requires:

Education

A relevant postgraduate qualification in e-learning, educational technology, multimedia, IT or equivalent.

Experience

At least 2 years of relevant work experience in the area of e-learning, training or capacity building, or related. Proven working experience in e-learning instructional design and creation of self-paced e-learning modules

Languages

English required; French and/or Spanish is an asset.

Computer skills

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).

Other skills and competencies:

Professionalism: Solid knowledge and experience in instructional design; e-learning design; and ability to effectively deal with stress during heavy workload periods.

Communication: Excellent written and spoken communication skills

Technological Awareness: Excellent knowledge on e-learning authoring software, learning management systems and online meeting and web conferencing tools.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization.

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 preferably by e-mail to recruitment@unssc.org with a subject title of “**Application for Associate Fellow 002 – KCSD**”.

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations
United Nations System Staff College
Viale Maestri del Lavoro, 10

10127 Turin, Italy
Fax: (+39) 011 65 35 902

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: 25 January 2017