



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No:	IC/001/2018
Post Title:	Individual Contractor
Organizational Unit:	Knowledge Centre for Leadership and Management
Duty Station:	Turin, Italy
Duration:	15 March – 15 December 2018
Deadline for applications:	18 February 2018

Organizational context

The United Nations System Staff College (UNSSC), based in Turin, Italy with an Office in Bonn, The United Nations System Staff College (UNSSC), based in Turin, Italy, serves as a distinct, system-wide, knowledge management and learning institution, with a view to fostering a cohesive management culture across the United Nations system.

The College is increasingly recognized as an emerging centre of excellence in leadership development, innovation and change management in the UN system.

The KCLM Team of the College is responsible for providing strategic leadership and management development learning as well as innovation and change management learning solutions, with a view to strengthening collaboration within the system in areas of common organizational responsibility. It is also responsible for increasing operational effectiveness and enhancing UNSSC cooperation within the UN system as well as with external international and local partners, and UN-affiliated organisations.

The KCLM Team approaches leadership, innovation and change management through a very realistic lens, focusing on concrete issues and problems that UN staff face and responding to them.

This is achieved around the concept of collective, collaborative leadership and a developmental approach to change management. Current activities of the KCLM Team portfolio of importance to the position are:

- Assistant / Under Secretary-General (A/U SG) Leadership Exchange
- UN Leaders Programme (D1-D2 level)
- Innovating the UN for Agenda 2030 Programme (P5 and above)
- Deep Dive Programme (P5 and above)
- Leadership, Women and the UN (P4 – P5)
- Tailor-made (on-demand) training
- MBA in Managing International Organizations

Terms of reference

Under the direct supervision of the Course Coordinator, the specific duties and responsibilities of the individual contractor fall into two categories: supporting learning design, development, coordination and communications processes; as well as, providing logistical and administrative support to deliver KCLM activities.

a. Supporting learning design, development, coordination and communications processes (approximately 65%)

1. Provide input and assist throughout all phases of the learning management cycle for selected KCLM activities, from needs assessment to evaluation and reporting;
2. Support planning, internal coordination, marketing and communication of activities;
3. Create, edit and manage content published on KCLM's (UNSSC) online learning environments as required
4. Organize webinars, podcasts, video blogs, etc., as appropriate;
5. Support evaluation interventions and perform qualitative and quantitative evaluation analysis as needed;
6. Contribute to marketing activities, including by monitoring and responding to queries related to courses;
7. Contribute to communications efforts by through a wide range of activities, which may include, among others, the following: drafting short content pieces to be published on UNSSC website and social media networks; conducting video interviews with participants and resource persons; and contributing to post-production of multimedia assets such as testimonial videos.

b. Providing logistical and administrative support to deliver KCLM activities (approximately 35%)

8. Draft budgets for upcoming KCLM activities for review of course manager by carefully estimating costs; Liaises with Finance Unit on budget formulation;
9. Assist in making arrangements for workshops, roundtables and meetings, including issuance of invitations, preparation of attendance lists and agenda, correspondence with participants and tracks and monitoring follow-up action as required;
10. Provide general secretarial support services at workshops, training sessions and meetings, including: preparation of pertinent background material and documentation; keeping track of participants' enrolment for each course; booking facilities and rooms at hotels or designated venues; and setting-up training rooms and technical equipment as required;
11. Assist the course coordinator in the preparation and consolidation of forecasts, monitoring and reporting on financial performance of KCLM training activities;
12. Prepare correspondence (letters, faxes, emails) and administrative documents (minutes, reports, contracts, etc.) in relation to selected KCLM activities as required;
13. Ensure liaison between resource persons, participants and service providers; deliver briefings to participants on logistical and administrative aspects of a course or activity;
14. Keep track of all consultants' CVs, contracts, payments and assists in the preparation of related documents, as needed;
15. Maintain confidentiality of documents and information;
16. Cooperate with internal administrative units;
17. Provide other assistance as required.

Qualifications required

Education: Bachelor's degree in Communications Sciences, Social and Political Sciences, Educational Studies or other related areas;

Excellent English skills (written and spoken); Familiarity with communication, learning and social media tools; Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools; Ability to effectively deal with stress occurring in heavy workload periods; Ability to meet deadlines; Collaborative working style; Experience in supporting the design, development and delivery of learning products a distinct advantage; Additional languages, in particular French or Italian, an advantage.

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 Individual Contractor 001 – 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: 30 January 2018