



## **United Nations System Staff College (UNSSC)**

### **Individual Contractor**

**Vacancy No:** IC/001/2019  
**Post Title:** Individual Contractor  
**Organizational Unit:** Knowledge Centre for Leadership and Management  
**Duty Station:** Turin, Italy  
**Duration:** until 31 December 2019  
**Deadline for applications:** 22 February 2019

#### **I. Organizational context**

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, intergovernmental 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.

The UNSSC is recruiting one Individual Contractor to be assigned to the KCLM. Reporting to their respective Learning Portfolio Manager, and on the basis of annual work plan and assignments. The Individual Contractor will mainly focus on the design, development, implementation, monitoring and evaluation of learning and training programmes, knowledge processes and other related activities included in a particular Learning Portfolio.

## **II. Responsibilities**

With delegated authority, the individual contractor will be responsible for the following duties:

- Assist in the design and development of online courses, e-learning modules through the development of different learning formats and using state-of-the-art instructional design methodologies;
- Create learning contents by using state-of-the-art authoring tools;
- Create multimedia learning materials and promotional materials;
- Support planning, internal coordination, marketing and communication of activities;
- Organize webinars, podcasts, video blogs, etc., as appropriate;
- Support evaluation interventions and perform qualitative and quantitative evaluation analysis as needed;
- Carry out research and develop case studies in the subject matter area as required;
- Publish and update related content on UNSSC learning platforms (Moodle)
- Support the administration and management of the online courses, including the outreach to and engagement with partner institutions and participants;
- Assist the Knowledge Centre for Leadership and Management in its activities, by performing other related duties as required.

## **III. Qualifications required**

- Advanced University degree in adult learning, instructional design, educational technologies and related social sciences;
- Experience with learning management system and e-learning authoring software and video-editing tools;
- Experience in supporting the design and development of digital learning projects and initiatives;
- Previous working experience in the UN System is an asset;
- English required; French and/or Spanish is an asset.

## **IV. 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](mailto: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.

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