



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

### **Individual Contractor**

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| <b>Vacancy No:</b>                | <b>IC/002/2021</b>   |
| <b>Post Title:</b>                | <b>Individual Contractor</b>                                     |
| <b>Organizational Unit:</b>       | <b>Knowledge Centre for Sustainable Development</b>              |
| <b>Duty Station:</b>              | <b>home-based initially, if conditions allow - Bonn, Germany</b> |
| <b>Duration:</b>                  | <b>01 March – 30 November 2021</b>                               |
| <b>Deadline for applications:</b> | <b>21 February 2021</b>  |

### **Organizational context**

The UNSSC Knowledge Centre for Sustainable Development, officially opened 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 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 and member states through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of the 2030 Agenda.

With the rapid expansion of activities, the KCSD needs an experienced individual contractor who can provide temporary support during the peak period of the Team's yearly work plan.

### **Terms of reference**

The individual contractor will provide assistance to the UNSSC Knowledge Centre of Sustainable Development on sustainable development tailored course offerings.

Key Functions include:

- Assist in the design and content development of online courses and e-learning modules on sustainable development and related learning offerings;
- Assist in creating learning contents using online authoring tools;
- Carry out research and develop case studies in the subject matter area as required;
- Provide online support to online and virtual courses in terms of setting up and hosting Zoom meetings, creating break-out rooms, and preparing learning spaces on remote learning platforms, such as Mural, Miro, Jamboard, Padlet or other;

- Provide general support services at online workshops, training sessions and meetings, including preparation of background materials, exercises and documentation;
- Support relations and arrangements with clients, participants and faculty as well as with vendors and service providers;
- Support the planning, internal coordination, marketing and communication of activities;
- Maintaining records and ensuring proper filing systems are in place;

### **Qualifications required**

**Education:** Master's degree in Social and Political Sciences, International Development, International Relations, Environmental Science, Educational Studies, or other related areas;

Excellent English skills (written and spoken); Ability to use Microsoft Office and video conferencing tools; Ability to learn and get familiar with new technologies fast; 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, especially online learning, a distinct advantage; Familiarity with communication, learning and social media tools an advantage; Knowledge of additional UN languages an advantage.

### **Submission of applications**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<https://www.unssc.org/home/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position