



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

### **Individual Contractor**

<b>Vacancy No:</b>	<b>IC/003/2018</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>Bonn, Germany</b>
<b>Duration:</b>	<b>01 July – 31 December 2018</b>
<b>Deadline for applications:</b>	<b>24 June 2018</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 course offerings related to the policy coherence team within the Knowledge Centre.

Key Functions include:

- Carrying out all logistical preparations, arrangements & relations with clients, participants & faculty;
- Independently providing logistical support to the course/event and to participants before and during the course /event;
- Managing relations with vendors and service providers;
- Ensuring all administrative requirements are met and processes followed;
- Maintaining records and ensuring proper filing systems are in place;

- Dealing with internal administrative units;
- Keeping track of email communication with regards to the courses and learning events within the team's responsibility;
- Keeping track of all consultants' CVs, contracts, payments and assists in the preparation of related documents;
- Providing general secretarial support services at workshops, training sessions and meetings, including preparation of background material and documentation, registration of participants, booking of hotel, rental and setting-up of training rooms and technical equipment;
- Assisting in preparing budgets of training activities.

### **Qualifications required**

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

Excellent English skills (written and spoken); 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; Familiarity with communication, learning and social media tools an advantage; Additional UN languages, as well as German, 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](mailto:recruitment@unssc.org) with a subject title of "Application for Individual Contractor 003 – KCSD".

**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: 13 June 2018