



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No:	IC/004/2017
Post Title:	Individual Contractor
Organizational Unit:	UNLOCK
Duty Station:	Turin, Italy
Duration:	October - December 2017
Deadline for applications:	18 September 2017

Organizational context

The United Nations System Staff College (UNSSC), based in Turin, Italy with an Office in Bonn, Germany 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 UNLOCK 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 UNLOCK 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. Examples of activities of the UNLOCK Team portfolio are:

- Assistant / Under Secretary-General (A/U SG) Leadership Exchange
- UN Leaders Programme (D1-D2 level)
- Innovation Programme (D1-D2 level)
- UN Country Team (UNCT) Leadership and Coordination Skills course (P5 and above level)
- Leadership, Women and the UN (P4 – P5)
- Change Managers Programme (P3-P5)
- Emerging Leaders Programme (P3-P4)
- Tailor-made (on-demand) training

Terms of reference

Under the overall supervision of the Senior Programme Manager, for UNLOCK, and direct supervision of the Course Coordinator, the specific duties and responsibilities of the individual contractor fall into two categories, first, administrative support for classroom training and second technical support for online learning

a. Administrative Support for training (approximately 70%)

1. Drafts budgets of training activities for review of course manager by carefully estimating costs; Liaises with Finance Unit on budget formulation;
2. Assists in making arrangements for workshops, roundtables and meetings, including issuance of invitations, preparation of attendance lists and agenda, correspondence with participants and tracks and monitors follow-up action as required;
3. Provides general secretarial support services at workshops, training sessions and meetings, including preparation of pertinent background material and documentation, keeps track of participants' enrolment for each course, booking of hotel, rental and setting-up of training rooms and technical equipment;
4. Assists in the preparation of forecasts and financial follow-up of training activities; supports the course coordinator in consolidating workshop reports;
5. Prepares correspondence (letters, faxes, emails) and administrative documents (minutes, reports, contracts, etc.)
6. Ensures liaison between resource persons, participants and service providers; delivers briefings to participants on administrative aspects of course.
7. Keeps track of all consultants' CVs, contracts, payments and assists in the preparation of related documents;
8. Maintains confidentiality of documents and information;
9. Cooperates with internal administrative units;
10. Provides other assistance as required.

b. Support of on-line learning (approximately 30%)

11. Assists in facilitating e-learning and training activities;
12. Supports in the organization of webinars, podcasts, video blogs etc.
13. Collects feedback throughout the course;
14. Responds to queries related to the course.
15. Manages the UNLOCK (UNSSC) learning platforms and prepare short stories, posts, updates, etc. for the UNSSC website and related social media tools on the UNLOCK services;
16. Videos interview participants and resource persons, and assist in the creation of testimonial video.

The actual mix of responsibilities may slightly shift depending on the life cycle of programmes and the profile of the applicant.

Qualifications required

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

A minimum of 2 – 3 years of practical experience in supporting the design, development, and delivery of learning products, including several engagements with e-learning; Familiarity

with online 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 factor occurring in heavy workload periods; Ability to meet deadlines; Collaborative working style;

Languages: Fluency (written and oral) in English (required) and French (desired) or Italian (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 004 – UNLOCK”.

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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