Vacancy No:	**IC/007/2021**
Post Title:	**Individual Consultant**
Organizational Unit:	**UNSSC Knowledge Centre for Sustainable Development**
Duty Station:	**Home-based**
Duration:	**Until 31 December 2021 (renewable, subject to funding)**
Deadline for applications:	**15 August 2021**

The UNSSC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

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Organizational context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The UNSSC Knowledge Centre for Sustainable Development is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the 2030 Agenda for sustainable development 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 through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

The KCSD will shortly move its online facilitated courses and all future online activities to UNSSC's main learning management system (Moodle Workplace). As a result, an experienced consultant with a background in educational technology, instructional design and/or managing learning platforms is required to provide additional capacity to lead the migration of its existing portfolio, liaise with stakeholders, and support colleagues to maximize the usage of the Moodle-based platform.

Terms of reference:

With direct supervision from the KCSD Head of Office or under the delegated authority of a Learning Portfolio Manager or Associate Fellow, the Individual Consultant will assist with the following key functions:

- Use technical expertise to establish and lead migration workflows and associated processes (e.g. archiving, user management etc.) that relate to UNSSC platforms (CLANED and Moodle), and their integration with administrative systems.

- Collaborate with ICT colleagues and software providers to find appropriate solutions for online learning, and develop the potential of existing tools.

- Support colleagues in building capacity to identify, understand and apply the capabilities of licensed learning technologies, including online learning platforms (e.g. Moodle) and associated integrations/plug-ins.

- Provide professional support through documentation and training sessions that help to demonstrate the potential of new and licensed learning technologies.

- Work with key clients, partners and subject matter experts to assist colleagues with the design, development, implementation and evaluation of online programmes and knowledge management projects.

- Support and recommend assessment/monitoring strategies that keep learners informed of their progress, whilst aligning with learning objectives, including the possibility for innovation in assessment afforded by, for example, gamification and simulation.

- Ensure the quality and accuracy of online courses by reviewing and editing e-modules, websites, documents, and learning management platforms for pedagogical quality and effectiveness, if required.

- Support the monitoring and analysis of programme/project data; review relevant documents and system reports; identify issues and recommend corrective actions; liaise with relevant parties; track and follow up on assigned actions.

- Carry out basic research on selected aspects of learning programmes, delivery methods and other aspects connected to learning processes and activities, including collecting, analyzing and presenting statistical data and other information gathered from diverse sources.

- Participate in survey initiatives; assist with the design of data collection tools; issue data collection tools; review, analyze and interprets responses; identify problems/issues and prepare preliminary conclusions.

- Provide support to consultations, meetings and conferences; proposes agenda topics; prepare associated documents and presentations; handle logistics, etc.

- Assist the Knowledge Center for Sustainable Development in its activities, by performing other duties as required.

Qualifications required

The position requires:

Education:
Essential
- A first-level university degree in educational technology, instructional design, adult learning, information technology, computer science, or a related field.

Desirable

- A solid understanding of sustainable development and Agenda 2030.

Experience:

Essential

- A minimum of two years experience in administering online courses, instructional design, information systems management (within an education setting), or a related area.
- An excellent working knowledge of the Moodle learning management system, including platform administration and integration experience.
- Advanced IT skills.

Desirable

- Knowledge of front- and back-end development in relation to learning management systems (e.g. PHP, JavaScript, HTML, CSS etc).
- Previous work experience within the UN System.

Languages:

Essential

- Fluency in oral and written English.

Desirable

- Ability to work professionally in other official UN languages, as well as German and/or Italian.

Other skills and competencies:

Professionalism: Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.

Communication: Excellent written and spoken communication skills.

Teamwork: Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside the organization.

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 concise motivation letter explaining why you consider yourself qualified for this position.