Individual Contractor Vacancy Announcement

Post Title: **Individual Contractor – Peace and Security**

Duration: 3 months starting from 21 May 2018
Deadline for applications: **13 May 2018**
Duty Station: UNSSC Turin, Italy
Organizational unit: Peace and Security

UNSSC provides a work environment that reflects the core values of the United Nations: integrity, professionalism and respect for diversity.

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The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.

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1. ORGANIZATIONAL CONTEXT:

The Peace and Security is one organisational unit of the UNSSC aimed at building partnerships for prevention. The team consists of three professional staff, one Associate and two support staff and works with a wide range of UN and academic partners in order to leverage internal and external expertise to enable the UN System and its partners to translate the sustaining peace concept into operational outcomes.

Specifically the team focuses on developing and delivering thematic learning opportunities (face-to-face, **online courses and webinars)** in three substantive areas:
  1. Exploring concepts underlying sustaining peace;
  2. Building resilience and inclusive societies; and
  3. operating in complex environments

As part of the thematic area focusing on Operating in Complex environments concretely:
a) Developing and delivering **train the trainers courses** on Trainer Development Certification Course (TDC) and Safe and Secure Approaches in Field Environments (SSAFE);
b) **Certifying** UN surge staff in SSAFE.

2. DELIVERABLES:
Under the overall guidance of the Senior Manager, Peace and Security and the direct supervision of the Course Coordinator, the **Individual Contractor** will be responsible for, but not limited to, the following:

- Revise and upgrade the "History/Background and Culture" module and lesson plan of the SSAFE for Surge Deployment training programme as well as the related field training scenario by expanding their cultural and gender-related aspects;
- Contribute to the revision and expansion of the online "Decentralized Governance and Peacebuilding", and the "Acting Locally: Citizen Participation for Resilient Institutions" training curricula by conducting research on relevant case studies regarding strategies to empower women at the local level;
- Identify suitable resource persons and speakers to be invited in the courses delivered by the Peace and security Team in the field of decentralized governance and citizen participation;
- Draft the internal Standard Operating Procedures to follow in order to maintain and update the Database and issue the TDC+SSAFE Certificates for Trainers and SSAFE Certificates for the various UN duty stations where SSAFE is mandatory;
- Prepare and distribute Attendance Certificates for the Safety and Security courses jointly managed by the UNSSC and the UNDSS after checking compliance with set minimum requirements (e.g. courses delivered by certified trainers, approved curricula etc.)
- Administer the online /surveymonkey) VARK and Learning Styles questionnaire and questionnaires on expectations, needs and experiences of participants attending the TDC courses held in Turin and elsewhere;
- Maintain the "Trainer and Participant Database", serving a variety of UN safety and Security Training programmes such as LSA, ETB, TDC, SSAFE, through tasks such as:

  o Inserting lists of participants received from the field into the database;
  o Following-up with Training focal points (in English and French) in the field to obtain missing data; and
  o Updating the online lists on courses planned in 2018 worldwide.

- Contribute to marketing and communications efforts, through the drafting of information pieces and correspondence.
- Contribute to administrative tasks as required, internal discussions and meetings, note taking and report writing, and support Course Coordinator(s) in coordinating and following up with Finance and Administration on e-learning related issues.
- Provide technical support to e-learning development process as required, through tasks such as:
  o Conducting benchmarking and research as required to inform development;
  o Editing digital learning assets and resources (i.e. PowerPoints); and
  o Contributing to quality control of infographics, multimedia and other e-learning assets and resources.

- Any other duties as assigned.

3. REQUIRED SKILLS:

Education:
Advanced University Degree (Masters or equivalent) in Communication, Gender studies, International Relations.

Language competencies:
Fluency (written and oral) in English and French.

Computer skills:
Knowledge of online learning and social media tools; proven ability to use Microsoft Office, internet browsers and online platforms.

Other skills and competencies:
Ability to learn and act in a fast-paced environment.
Ability to work effectively as part of a team.
High motivation, with a desire to learn and grow professionally.
Familiarity with online learning and social media tools.

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 by e-mail to recruitment@unssc.org with a subject title of "Application for Individual Contractor 002 – Peace and Security".

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: 27 April 2018