

<b>Vacancy No:</b>	<b>AF/003/2024</b>
<b>Post Title:</b>	<b>Associate Fellow</b>
<b>Organizational Unit:</b>	<b>UNSSC Knowledge Centre for Sustainable Development</b>
<b>Duty Station:</b>	<b>Bonn, Germany</b>
<b>Duration:</b>	<b>until 31 December 2024 - extendable</b>
<b>Deadline for applications:</b>	<b>3 Jul 2024</b>

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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### **Organizational Context**

With its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), the Staff College is a centre of excellence for training and knowledge management of the UN system. Each year, we offer learning initiatives that reach over 10,000 beneficiaries through residential courses, distance-learning, strategic exchanges and seminars.

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 and stakeholders 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 at the regional and country levels. The UNSSC Knowledge Centre for Sustainable Development, based in Bonn, Germany, is an integral part of the United Nations System Staff College tasked to provide support to the UN system and stakeholders in implementing the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change through learning, training and knowledge management.

The UNSSC Knowledge Centre for Sustainable Development 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.

### **Responsibilities:**

Under the overall guidance of the KCSD Head of Office, and the direct supervision of the Learning Portfolio Manager, the Associate Fellow will be responsible for, but not limited to, the following tasks to support KCSD learning, training and knowledge management:

### **Design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics:**

- Assist in the design and development of assigned KCSD courses in a variety of formats (virtual classroom training, online courses, mobile learning, etc.);
- Provide input and assistance throughout all phases of the learning management cycle for assigned KCSD online learning activities, from learning needs assessment to evaluation and reporting;
- Contribute to the development of KCSD course materials both in terms of writing substantive content and creating interactive designs and videos.
- Facilitate online courses, webinars and other learning events and foster participants' engagement;
- Assist in the preparation of face-to face courses by creating facilitation plans, course content, communication material and be present during course delivery to assist lead course facilitators;
- Prepare and implement course promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks, and contribute to post-production;
- Respond to queries related to assigned courses.

### **Knowledge Management:**

- Support the development of knowledge products (primers, videos, case studies, podcasts, video blogs etc.);
- Create online content for e-learning modules including, audio-visual content, interactions, lessons, quizzes and assignments, modules, etc.;
- Keep existing e-learning products up-to-date and ensure innovative and engaging formats are utilized for optimum user experience;
- Manage e-learning programmes and participant enrolment on UNSSC Learning Management Systems (Moodle);
- Research and stay abreast of latest online learning technologies and practices to improve user experience;
- Create, edit, and manage content published on UNSSC KCSD online learning environments.

### **Administration and management of learning programmes:**

- Draft project proposals and budgets of training activities for review by the learning portfolio manager;

- Draft correspondence and administrative documents, such as minutes, reports, contracts, agreements, etc.;
- Assist in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Coordinate with internal administrative units as necessary for successful course implementation;
- Assist KCSD in its activities by performing other related duties, as required.

An annual work plan will provide details of specific responsibilities and expected results from the Associate Fellow.

### Competencies:

**Professionalism:** Solid understanding of the concept of sustainable development, 2030 Agenda, and the sustainable development goals; practical experience in project/programme management; knowledge and experience in instructional design and capacity development, especially in online learning. Good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and innovative ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own

occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## **Required Skills and Experience**

### **Education**

A relevant postgraduate qualification in social sciences, development studies, environmental governance, political studies, human rights, instructional design, adult learning, education technologies, or other relevant areas.

### **Experience**

At least 2 years of professional experience. Relevant experience in the area of research, training, online learning, capacity building, sustainable development or related is an asset. Previous work experience in the UN System is an asset. Working experience in instructional design and e-learning is an asset. Familiarity with e-learning authoring tools such as Articulate Rise, Storyline and Genially is an asset. Familiarity with multimedia and graphic design tools such as Canva, and other audio/video editing tools is an asset.

### **Languages:**

Fluency in English is required. Knowledge of another UN official language is an asset.

## **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; and

Please apply through the online application form available at <https://www.unssc.org/about/employment-opportunities>

## **Conditions of Contract and Terms of Remuneration**

Available at [AF\\_003\\_2024](#)