

<b>Vacancy No:</b>	<b>IC_006_2024</b>
<b>Post Title:</b>	<b>Consultant – Project Coordinator (see <a href="#">conditions of contract</a>)</b>
<b>Organizational Unit:</b>	<b>UNSSC Integrated Business Centre</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>6 months</b>
<b>Remuneration:</b>	<b>2,610€ per month</b>
<b>Deadline for applications:</b>	<b>14 July 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**

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

In 2024, the UNSSC set up an Integrated Business Centre (IBC) to enhance business efficiency and process management. The IBC is aimed at modernizing UNSSC's business processes in light of the growth recently experienced. As part of this effort, a number of critical projects have been initiated with a view of revising existing internal processes or of creating new, more efficient business practices. The College is looking for a consultant who can provide overall coordination of a number of key projects, and in particular for the creation of an automated system to manage business proposals for clients.

## Objective:

Under the overall supervision of the relevant Programme Manager in IBC, the Project Coordinator will provide project management, coordination and administrative support towards the effective and timely implementation of the project/s.

## Scope of Work:

- Become familiar with project workplans and related implementation plans.
- Ensure effective day to day management of the project/s
- Identify key stakeholders and conduct necessary consultations
- Ensure timely execution of the project/s

## Deliverables:

The following deliverables are expected:

- **Activity 1:** Desk review and mapping of UNSSC's existing processes and practices for submitting proposals to clients, including mapping of existing products and services that are currently being offered with price analysis. This includes conducting interviews with relevant UNSSC's personnel to understand and consider current practices, business needs, and requirements.
  - ✓ **Deliverable 1:** Preparation and submission of a concise report to summarize key findings and provide a snapshot of the current state of affairs in the area of proposal management.
- **Activity 2:** In strict cooperation with the technical team of the Client Management Services, and on the basis of the findings above, provide support to the Programme Manager in designing and testing a new Proposal Management system to be delivered through the UNSSC CRM (Salesforce) platform. This includes: assist in the development and review of the project management plans; assist in recording project progress; coordinate with stakeholders; draft process guides and instructions for the new system; provide support in change management internal communications.
  - ✓ **Deliverable 2:** Project plan, project reports and user guiding material for a new automated system for managing client proposals.
- **Activity 3:** Support the review and upscaling of selected administrative processes in IBC. This includes conducting interviews with relevant UNSSC's personnel to analyse current workflows, modus operandi, templates and filing system
  - ✓ **Deliverable 3:** Prepare material related to the revised processes, deliver project-related activities as needed.

## Indicators for evaluation:

- Timely contribution to the day-to-day management of the project activities is provided

- Active support to effective planning, implementation and reporting on project is provided
- Interaction with UNSSC personnel is conducted in a structured manner, with a clear communication style.
- UNSSC's existing practices in the area of proposal management, and other selected administrative processes are reviewed fully and completely
- All deliverables indicated above are completed and accepted within the timeline agreed with IBC.

### Required Skills and Experience

**Education:** First-level degree in business/public administration, social sciences, or a related field. A certification in project management would be an asset.

**Experience:** A minimum of 3 years of progressively responsible experience in project coordination and implementation. Previous experience with change management processes would be an asset. Familiarity with Salesforce or similar CRM systems would be considered an advantage.

**Language:** Fluency in oral and written English is required.

### 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

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