

Vacancy No	IC/008/2024
Post Title	Individual Contractor – Programme Support (see conditions of contract)
Organizational Unit	UNSSC Knowledge Centre for Leadership and Management (KCLM)
Duty Station	Turin, Italy and/or Remote
Duration	Until 31 March 2025
Terms of Remuneration	100€ per day
Deadline for Application	4 August 2024

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.

Background and Context:

Established by the UN General Assembly in 2002, 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.

The Knowledge Centre for Leadership and Management (KCLM) at UNSSC contributes to forging a common UN leadership and management culture and fostering operational excellence for the 2030 Agenda by providing UN staff with

world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

Responsibilities

Under the supervision of the Leadership Learning Portfolio Manager at the UNSSC Knowledge Centre for Leadership and Management (KCLM), the Individual Contractor will be responsible for the following duties:

1. Assist in the administration and roll-out of the Leadership Excellence and Accountability Programme (LEAP), including project coordination and communication with participants, faculty and counterparts in partner Agency
2. Assist in the development, review and distribution of in-person and online learning and reference materials
3. Assist in the coordination and scheduling of learning events, webinar preparations and drafting of communications
4. Assist in analysing evaluations and drafting reports for partners and donors
5. Provide support for web-based learning interventions and moderate web-based learning environments
6. Develop multimedia products, such as posters and videos, showcasing the programme
7. Assist in facilitating learning session and knowledge processes
8. Perform other relevant duties as assigned

Required Skills and Experience:

Education: Master Degree in Social Sciences, Business Administration, Educational Studies, International Development, Psychology or related degrees.

Work Experience: Experience working with UNRWA, the Middle East and/or Palestine refugees.

Language and other skills:

1. Fluency in English (written and spoken).
2. Ability to effectively use the suite of Office applications, Zoom and Teams.
3. Experience with collaboration, design and evaluation tools such as Mural, Miro, Canva and PowerBI an advantage.

Competencies:

Professionalism: Strong skills in academic research; writing; and an ability to effectively deal with stress during heavy workload periods;

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organising: Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

Technological Awareness: Knowledge and experience of learning management systems, content authoring and/or design software. Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use new software (Zoom, Teams, Moodle, Mural, Rise, Canva, PowerBI etc.)

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>