



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	AF/006/2024
Post Title:	Associate Fellow, Academic Partnerships
Organizational Unit:	UNSSC Learning and Knowledge Services
Duty Station:	Bonn, Germany
Duration:	until 31 December 2024 - extendable
Deadline for applications:	16 September 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.

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.

This position is in the UNSSC Learning and Knowledge Services, which oversees the programmatic work of the UNSSC, advancing system wide knowledge on the 2030 Agenda for Sustainable Development, sustaining peace, and management reform through its programme units.

More specifically, it is under situated within the Academic Partnerships Unit, which oversees UNSSC relations and joint initiatives with academic partners. In recent years, UNSSC has intensified its collaboration with a variety of academic

institutions, think tanks and foundations. To this end, UNSSC is further deepening its academic partnerships in view of facilitating and strengthening related knowledge exchange and academic collaboration.

Terms of Reference

Under the supervision of the Chief, Academic Partnerships the associate fellow will perform the following duties:

Support the development of learning and academic initiatives:

- Assistance in the organisation and delivery of workshops, dialogues, roundtables, meetings and events, both face-to-face and online, including, but not limited to logistics coordination with venues and co-organisers, issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, monitoring of activities, follow-up actions, as required;
- Support and contribute to the creation of knowledge products (primers, videos, podcasts, case studies, exercises, quizzes, digital modules, etc.) related to academic partnerships initiatives and their respective content;
- Assist in the design and development of physical site visits for students to UN locations, or the design of an online equivalent learning journey;
- Support the planning, internal coordination, marketing and communication of joint programmes and initiatives;
- Create, edit and manage digital content on academic collaborations, or specific substantive subsets thereof, in UNSSC online learning environments;
- Identify and liaise with faculty, speakers and partners;
- Prepare, implement and monitor programme promotion and communication plans; draft short stories, posts, and updates for the UNSSC website and social media networks;
- Respond to queries related to joint programmes, as necessary.

Support the administration and management of academic partnerships:

- Maintain and organise files, overviews, task lists and tracking tables on the status of academic programmes and provide briefs as required;
- Liaise with academic counterparts and students on specific assignments or updates as requested;
- Draft concepts and syllabi for components of academic programmes for review;
- Draft correspondence and administrative documents, such as

minutes, reports, contracts, agreements, etc, as necessary.

- Cooperate with internal administrative units; maintain an open channel of communication with internal programmatic units; offer academic partnerships advice to colleagues, as necessary.

Qualifications required

Education

Advanced university degree (master's degree or equivalent degree) in social sciences. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

At least three (3) years of relevant professional experience. Previous work experience in the UN System is an asset.

Languages

Fluency (written and oral) in English is required. Fluency in another UN official language is an asset.

Competencies

Communication: Excellent written and verbal communication skills.

Planning and organising: Ability to establish priorities and to plan work assignments; ability to adapt to new priorities and action plans. Capacity to work effectively under pressure. Easiness to plan, organise, implement and report on daily activities, as well as short-term actions.

Professionalism: Critical thinking. Solid understanding of sustainable development, the UN System, the 2030 Agenda for Sustainable Development and the UN 2.0 Quintet of Change. Ability to promote a healthy and positive work environment even during heavy workload periods.

Teamwork: Ability to establish and maintain effective working relations with colleagues within the organisation. Good interpersonal skills. Awareness of teams' needs and empathy for team members.

Technological awareness: Solid digital skills. Knowledge of audio-visual tools and ability to use editing, design and communications platforms (Canva, Zoom, Teams). Creativity to develop digital learning materials.

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_006_2024](#)