Vacancy No.:	**IC/UNSSC/004/2016**
Post Title and Level:	**Individual Contractor, Learning Lab**
Organizational Unit:	**Learning Lab**
Duty Station:	**Turin, Italy**
Duration:	**5 months, renewable subject to satisfactory performance and availability of funds**
Deadline for applications:	**31 July 2016**

Background

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.

The Learning Lab is one of the Programme Teams in the UNSSC, seeking to offer UN system organizations and staff innovative and cost-effective solutions to support staff development and increase learning, management and communication competencies and organizational capabilities. To this end, the Learning Lab team focuses on the application of technology and innovation to learning and knowledge management, fosters peer learning and offers UN personnel a broad portfolio of courses and on-demand services on core skills and management competencies.

The Learning Lab is seeking for an individual contractor who can provide support to a Management training programme being developed for UN middle and senior managers. The programme consists of 2-month online and 1-week face-to-face sessions, and uses case-based learning methodology. The first online session is scheduled to start at the beginning of September.

Responsibilities

Under the supervision of a Course Coordinator of the Learning Lab, the **Individual Contractor** will be responsible for, but not limited to, the following:

Before delivery of online components
- Assist in conducting learning needs assessments with participants, and in analyzing results to feed into the instructional design of the cours;
- Liaise with resource persons;
- Liaise with case writers and monitor the progress of case writing.
- Provide support to teacher assistants (TAs) in their interaction with participants;
- Conduct usability test of the online course platform and set up course modules in the platform;
- Assist in the production of instructional video on how to use the platform for participants;
- Provide support on the use of the online platform, Webex, and other related educational tools;
- Conduct Webex test sessions with participants;

- Ensure that all course materials are ready online before the course starts.

During delivery of online components
- Monitor the online course, and help solve any technical problems that participants may encounter;
- Collect feedback throughout the course;
- Assist in drafting evaluation survey for participants;
- Respond to queries related to the course.

Before face-to-face sessions
- Secure venue and facilitate logistics for the face-to-face week;
- Check classroom and test technology tools before the session;
- Support resource persons for course preparation;
- Provide suggestions on how to use iPads and recommend relevant apps.

During face-to-face sessions
- Support classroom delivery;
- Ensure logistics all in place;
- Help solve any problems that may arise in the classroom to ensure the smooth delivery of the course;
- Conduct daily and end-of-course evaluation;
- Video interview participants and resource persons, and assist in the creation of testimonial video.

After face-to-face sessions
- Compile evaluation results;
- Draft course report.

Continued support responsibilities for the entire duration of the assignment
- Coordinate with relevant colleagues (within and outside the Learning Lab team) and provide administrative information as necessary to ensure compliance with operational processes and procedures;
- Draft communications pieces and materials, for offline or electronic use, as required;
- Follow up on enrolment notices as required;
- Perform any other duties as required.

Qualifications required

This position requires:

- Master's degree in instructional design of educational technology, adult education or relevant field. Undergraduate with at least 5 years of working experience in the relevant field is also acceptable.

- Experience in managing online courses is desired. At least 1 years of professional experience in the field of instructional design, training, or education in general is desirable. Working in the context of an international environment is desirable.

- Proven skills in instructional design, delivery and evaluation of learning training. Sound technology skills (MS Office, video editing, managing online course platform etc). Good writing and presentation skills. Excellent client-orientation and interpersonal skills.

- Excellent knowledge of English. Knowledge of another UN official language is an asset.

Submission of applications:

The application (in English) should include the following:
1. A duly completed, updated and signed P11 form
(http://www.unssc.org/home/sites/unssc.org/files/p11un.doc);
2. A motivation letter elaborating in a concise style why you consider yourself qualified for this position.

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of "Application for Individual Contractor, Learning Lab IC/UNSSC/004/2016".

If electronic submission is not possible, hard copy can be mailed or faxed to:

United Nations System Staff College
Fax: (+39) 011 65 35 902

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.