



**Vacancy No.:** VA/UNSSC/001/2020

**Post Title and Level:** Knowledge Management, Communications and Reporting Officer (P2)

**Organizational Unit:** UNSSC Knowledge Centre for Sustainable Development

**Duty Station:** Bonn, Germany

**Duration:** 12 months (Temporary Appointment)

**Deadline for applications:** 12 February 2020

**UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. UNSSC is committed to ensure a work force with balance in gender and geographical distribution. Equally qualified women candidates and candidates from developing countries will be favourably considered.**

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The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for 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 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 the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

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**Organizational context:**

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The UNSSC Knowledge Centre for Sustainable Development (KCSA) is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the 2030 Agenda for sustainable development through learning, training and knowledge management. It 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. As an integral part of the United Nations System Staff College, it contributes to a unified communications

presence, including through strong coordination on communications with UNSSC headquarters in Turin.

### **Terms of reference**

Reporting to the Senior Management and Head of Office of the UNSSC Knowledge Centre for Sustainable Development, with secondary report to the Head of Communications for UNSSC in Turin on communications issues, the Knowledge Management, Communications and Reporting Officer will perform the following duties:

#### **Knowledge Management:**

- Act as focal point for KCSD online platforms and tools, including social media plans and track related results;
- Contribute to the drafting of proposals on sustainable development learning offering for UN organisations, governments, businesses, civil society organisations, and academia;
- Support the Head of Office in managing course and learning events organisation and serve as coordinator for internships and research fellowships;
- Support the Head of Office in the organisation of retreats, staff development programmes, and other efforts regarding the KCSD;
- Support the design and organisation of knowledge/learning initiatives during the regional forums for sustainable development and the High-level Political Forum (HLPF);
- Coordinate content, partners, and serve as the focal point for UN:SDG Learn: One Platform, One Partnership, and One Programme;
- Keep updated with the latest sustainable development news and prepare talking points for the Head of Office.

#### **Communications (reporting to the Head of Communications)**

- Find and produce content (text, photo and video) that is clear, compelling and appeals to external audiences for UNSSC's website and online platforms (including for the annual report and newsletters).
- Propose and implement outreach activities that give visibility to the work of UNSSC as a whole, including its Knowledge Centre for Sustainable Development.
- Maintain and grow networks of alumni and contribute to strategies to reach external audiences and networks via digital channels
- Compile data and metrics to report on the results of communication efforts to UNSSC headquarters
- Contribute to UNSSC internal communications activities to ensure there is a proper flow of information across the College.
- Act as UNSSC focal point for meetings of the UN Communications Group in Bonn and represent the KCSD in local authorities' activities.

#### **Reporting:**

- Support the implementation of the work plan, including monitoring of budget;
- Coordinate compilation of data regarding courses, learning events and partnerships, and communicate with UNSSC Headquarters accordingly;
- Contribute to the drafting of partnership/donor proposals and reports as required by the Head of Office, and in coordination with the UNSSC Headquarters;
- Support the mapping of partnership opportunities and provide background notes, as required;

Perform other related duties, as required.

### **Competencies:**

**Professionalism:** Solid understanding of the concept of sustainable development, 2030 Agenda, and the sustainable development goals; knowledge and experience in instructional design and capacity development; Ability to plan, organise, implement and report on work. Critical thinking and ability to adapt.

**Communication:** Excellent written and spoken communication skills.

**Technological Awareness:** IT fluency and minimum knowledge of learning management systems. Experience in e-learning is an asset.

**Teamwork:** Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organisation. Positive, constructive attitude to work.

### **Education**

A relevant advanced university degree in international development, public policy, human rights, political science or other relevant areas. A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development goals and ability to apply sustainable development concept and approaches in research and analysis.

At least 2 years of relevant experience in the area of learning, training, capacity building, and partnerships in the area of sustainable development. At least 2 years' experience in communications and outreach. Familiarity with the UN Development System. Work experience in instructional design is an asset.

### **Languages**

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

### **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

The application should be submitted preferably by e-mail to [recruitment@unssc.org](mailto:recruitment@unssc.org) with a subject title of "Application for Knowledge Management, Communications and Reporting Officer : VA/UNSSC/001/2020".

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

UNSSC Operations  
United Nations System Staff College  
Viale Maestri del Lavoro, 10  
10127 Turin, Italy  
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.

Date of issuance: 29 January 2020