



**Vacancy No.:** VA/UNSSC/003/2018  
**Post Title and Level:** Learning Portfolio Manager, P4  
**Organizational Unit:** UNSSC Knowledge Centre for Leadership and Management (KCLM)  
**Duty Station:** Turin, Italy  
**Duration:** One year, extension of the appointment is subject to availability of funds and satisfactory performance  
**Deadline for applications** 26 August 2018

**THE STAFF COLLEGE IS INTERESTED IN SECONDMENT OF STAFF FROM ORGANIZATIONS OF THE UNITED NATIONS SYSTEM**

**UNSSC provides a work environment that reflects the United Nations core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from the South to apply for this position.**



**Organizational context:**

The UN System Staff College is the learning institution of and for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

In Fall 2017 the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture 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.

KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

**Responsibilities:**

Reporting to the Senior Manager of the KCLM team, the Learning Portfolio Manager is responsible and accountable for a portfolio of specific face-to-face, blended and e-learning projects and knowledge services selected from the overall KCLM programme portfolio.

Specific duties and responsibilities of the Programme Officer include:

**Programme Delivery**

1. Design, develop, deliver and evaluate learning projects, frameworks, assessment tools and knowledge management activities assigned from the KCLM portfolio, particularly in areas related to talent-management, while ensuring continued

innovation and the application of mobile and web-related technologies to enhance knowledge and learning management processes.

2. Promote and support adoption of data-driven design and learning approaches. Leading the development of bespoke assessment tools and competency frameworks as required, to enhance the effectiveness of learning and change management support offered by UNSSC to its clients.
3. Design comprehensive blended and e-learning programmes to support managerial reform and change management processes for UNSSC's partners. Supervise the development and implementation of mobile and e-learning tools accordingly.
4. As necessary, serve as a facilitator and/or resource person or tutor for UNSSC learning activities
5. Manage relations and communications with partners, project counterparts, instructional designers, technical developers, faculty and subject matter experts.
6. Manage the strategic, marketing, publicity and communications for courses and learning events;
7. Analyse the characteristics of existing and emerging technologies and advise on their use in an instructional environment in general, and in relation to the assigned portfolio in particular.
8. Keep abreast of best practices in the field of learning, training and technology enhanced learning.

#### Management

9. Develop project documents with a detailed programme and financial component. Ensure all programmatic requirements are met, processes are followed and internal and external reporting is met.
10. Advise on evaluation methodology and perform assessment.
11. Support the team's resource mobilization efforts, while monitoring financial status of projects and activities to ensure financial sustainability.

#### Partnerships

12. Actively monitor and cultivate client and partner relations.
13. Propose and follow up on partnership opportunities, including new ventures.
14. Participate in inter-agency meetings and working groups to exchange information and collaborate on e-learning / online training initiatives and policies.
15. Facilitating UNSSC cross-team collaboration by identifying potential opportunities for funding through courses, products, and events for other teams, and/or providing direct support to organizing and delivering courses/KM products/events for other teams, if appropriate.

Perform other duties as required.

### **Competencies:**

**Professionalism:** An in-depth knowledge of learning and knowledge processes, talent-management, the development of competency frameworks and relevant assessment tools. Expertise in the application of mobile and web technologies to enhance learning.

**Planning and Organizing:** Good organization and co-ordination skills to plan and execute actions in response to changing needs; Ability to advise on issues and priorities related to the team's activities, and to take responsive initiatives. Ability to organize and delegate work and to supervise staff. Ability to design and manage projects effectively.

**Partnering:** Ability to establish and maintain strategic partnerships with a wide range of stakeholders within and outside the organization, identify clients' needs and offer innovative solutions to meet them, and work collaboratively with colleagues to achieve organizational goals.

**Communication:** Proven ability to speak and write clearly and effectively; ability to tailor language, tone, style and format to match audience; ability to listen to others, correctly interpret messages from others and respond appropriately. . Proven ability to write proposals, reports, evaluations, etc. in a clear and concise manner. Ability to communicate and make effective oral presentations.

**Teamwork:** Ability to establish and maintain effective working relations with colleagues and partners with sensitivity and respect for diversity; demonstrated ability to work collaboratively with colleagues to achieve organizational goals and to place team agenda before personal agenda.

### **Education:**

Advanced University degree (Masters degree or equivalent) in human resources management, organizational development, public or business administration, adult learning, instructional design and related social sciences. A first level degree with a relevant combination of academic qualifications and experience may be considered in lieu of the advanced University degree.

### **Work Experience:**

Minimum seven years of professional experience in a related area, five years of which should ideally have been in the UN system. Field experience in developing countries and experience with UN inter-agency work would be an advantage as would experience in coordination of UN activities at the country level. Corporate consulting experience would be an advantage.

### **Languages:**

Fluency in English. Knowledge of French or Spanish is an advantage. Knowledge of a third official UN language is an asset.

### **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>); and
- 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](mailto:recruitment@unssc.org) with a subject title of “Application for Learning Portfolio Manager: VA/UNSSC/003/2018”.

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: 26 July 2018