Vacancy No.:	**VA/UNSSC/004/2018**
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	**12 October 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.

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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 Learning Portfolio Manager include:

Programme Delivery

1. Coordinate, design, develop, deliver and evaluate learning projects and services assigned from the KCLM portfolio, with a particular emphasis in further strengthening UNSSC's offerings in the areas of management, knowledge management and innovation.

2. Advise on, promote, lead and support adoption of innovative educational technologies and user-centred design approaches, with a view to enhance KCLM e-learning, blended and mobile learning solutions. In this context, managing and coordinating online and mobile learning environments deployed to serve KCLM clients. Leading continuous improvement of learner experience, application of emerging technologies and the development of innovative functionality to enhance virtual learning environments.

3. Design comprehensive blended and e-learning programmes to support managerial reform, knowledge and change management processes for UNSSC's partners. Supervise the development and implementation of customized 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. Lead and manage strategic outreach and engagement initiatives related to the assigned Learning Portfolio, including marketing, publicity and communications actions for courses and learning events;

7. Keep abreast of best practices in the field of learning, training and technology enhanced learning. Analyse the characteristics of existing and emerging technologies and produce, at regular intervals, knowledge assets and communications pieces advising on their use in a UN-relevant instructional environment in general, and in relation to the assigned portfolio in particular.

Management

8. 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.

9. Identify relevant evaluation methodologies to assess the effectiveness of activities in the portfolio, ensuring regular assessment and communication of results to UNSSC and external stakeholders.

10. Support the team's resource mobilization efforts, while monitoring financial status of projects and activities to ensure their financial sustainability and alignment to expected performance targets.

11. Lead and manage agile project teams established to support activities within the assigned learning portfolio, including supervision and recruitment (as required) of project personnel and consultants.

<u>Partnerships</u>

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 any other duties as required.

<u>Competencies:</u>

<u>Professionalism</u>: An in-depth knowledge of adult learning and knowledge management processes, the application of educational technologies, creativity and innovation processes. Demonstrated expertise and experience in the application of mobile and web technologies in executive education or corporate learning environments. Project management experience in relation to e-learning and web technology development. Strong learning facilitation skills, both in physical and virtual environments.

<u>Planning and Organizing</u>: 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.

<u>Partnering:</u> 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.

<u>Communication</u>: 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. Proven ability to communicate effectively in social networks and online environments, using a wide range of approaches (podcast, vodcast, blogging, etc).

<u>Teamwork</u>: 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.

<u>Education:</u>

Advanced University degree (Masters degree or equivalent) in adult learning, instructional design, learning management, educational technologies, organizational development, public or business administration 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 or in an international academic or corporate context. Experience in the design, development and coordination of executive and/or blended education programmes, preferably at a global level, is required. Experience leading and implementing technological innovation in the educational field is required. Experience leading or facilitating corporate capacity-building initiatives in user-centred design and innovation would be an advantage. Corporate consulting experience would be an asset. Experience with UN inter-agency work, both at HQ and the field, an asset.

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 with a subject title of "Application for Learning Portfolio Manager: VA/UNSSC/004/2018".

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: 13 September