



Vacancy No.: VA/UNSSC/004/2017
Post Title and Level: Course Coordinator, P-3
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Bonn, Germany
Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance
Deadline for applications 6 December 2017

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

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.

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.

Organizational context:

UNSSC opened its Knowledge Centre for Sustainable Development in Bonn, Germany to respond to the comprehensive learning, training, and knowledge management needs of UN Staff and UN partners in the context of the 2030 Agenda for Sustainable Development and the Paris Climate Change Agreement.

The 2030 Agenda, including the Sustainable Development Goals, along with the Paris Agreement forms the most comprehensive blueprint to date for eliminating extreme poverty, reducing inequality, and protecting the planet. Together with the Addis Ababa Action Agenda, these documents constitute an integral plan of action for people, our planet, and prosperity which requires all countries and stakeholders to act in concert. The engagement of all actors is essential for the successful implementation, and the UNSSC Knowledge Centre for sustainable development actively facilitates joint learning and open up several learning offerings to non-UN audiences.

Responsibilities:

Under the overall guidance and responsibility of the Senior Manager and Head of Office, UNSSC Knowledge Centre for Sustainable Development, and reporting to him/her, the Course Coordinator is responsible for substantive sustainable development learning offerings with a particular focus on UN Coherence (UN Country Programming and UN Business Operations) in the context of the 2030 Agenda. The Course Coordinator will be accountable for the delivery and quality of results as per approved work-plans.

The incumbent will be responsible for the following functions:

- **Learning and training of the area of UN Coherence (UN Country Programming and UN Business Operations) in the context of the 2030 Agenda;**
- **Building a Partnership Trajectory for Sustainable Development;**

- **Advocacy, Knowledge Management and Resource Mobilisation;**
- **Management of the learning and training activities.**

Learning and training of the area of UN Coherence (UN Country Programming and UN business operations) in the context of the 2030 Agenda:

- Provide direct support to the development, implementation and evaluation of the events and courses in the areas of UN Coherence (UN Common Country Programming and UN Business Operations) in the context of the 2030 Agenda, and in other areas, as required
- Assist UN Country Teams in their efforts to implement 2030 Agenda and the Paris Agreement by identifying their learning needs and providing customized programmes;
- Actively participate in and stay informed about inter-agency frameworks, discussions and decisions in the field of sustainable development across the three pillars of sustainable development (UNDG, HLCP);
- Stay abreast of research and policy developments in the area of sustainable development across the three pillars, and draw on experiences emanating from UN country offices, regional hubs, and global policy-making for the design and delivery of quality field-oriented learning and training offerings;
- Guide and facilitate the implementation of learning and training activities using state of the art learning and training methodologies, resources and tools.

Building a Partnership Trajectory for Sustainable Development

- Build and maintain partnerships with UN Agencies, Funds and Programs, government representatives, civil society organizations and other relevant bodies interested in learning for sustainable development across the three pillars;
- Actively support the UN and its partners, private sector, through learning, to better engage in the development and design of constructive partnerships for transformative change;
- Develop and design a learning trajectory on partnerships for sustainable development in which UN colleagues, government counterparts and representatives from the private sector learn together.

Advocacy, Knowledge Management, Resource Mobilization

- Play an active advocacy role with regard to familiarization of the UN system with the UNSSC;
- Develop knowledge and learning products that will position the UNSSC as a global (inter-agency) learning centre of excellence.
- Apply the knowledge management cycle in the design and development of all learning offerings;
- Enhance the use of lessons learnt, best practices, and relevant knowledge products in learning and training for sustainable development.
- Support resource mobilization efforts with regard to the learning offerings in the areas of focus and achieve financial sustainability of activities.

Management of the learning and training activities

- Monitor that all the UNSSC's administrative and financial requirements are met in the implementation of the learning activities;
- Participate in the development of the Team's annual work plan, budgets, prepare timely progress reports, monitor the use of financial resources and support the preparation of financial and other corporate reports;
- Draft proposals, Terms of Reference and other relevant documents for programmes development;
- Ensure appropriate collaboration with other programme teams of the UNSSC as well as appropriate coordination with the Operations team.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the training and learning activities; practical experience in programme/project management and administration; good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.

Planning and Organising: Sets clearly defined objectives; identifies and mobilises resources; creates and manages timelines; coordinates activities and efforts of internal and external stakeholders; makes contingency plans; monitors progress against strategies; takes account of changing plans while continuing to coordinate efforts effectively.

Collaboration and Teamwork: Establishes good relationships with all stakeholders; identifies and creates opportunities for internal and external partnerships; works with others to develop a collaborative vision and fosters commitment to teamwork; shows respect and sensitivity to differences in gender, culture, religious faith and ethnicity; manages conflict effectively, balancing collaborative approaches with assertion when necessary.

Communication: Good communication skills, including the ability to draft/edit blogs, studies and other communications. Technology Awareness: Fully proficient computer skills and use of relevant software

Education:

Advanced degree in development, development economics, political science, law or equivalent relevant field.

Work Experience:

Minimum five years of professional experience in the field of development, three years of which should ideally have been in the UN system. Substantive (inter-agency) programming experience at country level is highly desirable.

Other Skills

Proven skills in instructional design, delivery and evaluation of learning and training. Facilitation and presentation skills. Knowledge of distance and computer-based learning is considered an advantage. Networking and interpersonal skills, including the ability to establish and maintain contacts with representatives from government, international organizations, CSOs, academia and other partners.

Languages:

Excellent knowledge of English and at least one other official UN language, as well as accompanying presentation and communication skills (ability to train and facilitate in at least two official UN languages is essential).

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 Course Coordinator: VA/UNSSC/004/2017".

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: 7 November 2017