



Vacancy No.: VA/UNSSC/005/2019

Post Title and Level: Learning Portfolio Manager, P3

Organizational Unit: UNSSC Knowledge Centre for Sustaining Peace

Duty Station: Turin, Italy

Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 28 May 2019

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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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 implement the Sustaining Peace resolutions across all pillars and work streams.

The College is in the process of establishing its Knowledge Centre for Sustaining Peace (KCSP) to consolidate its expertise in peace and security, align its programmes with the Sustaining Peace resolutions, and grow its portfolio in this area. The mission of the Centre is to provide knowledge and inspiration to UN staff and partners to advance the sustaining peace agenda to support the people and institutions to implement inclusive coherent and coordinated approaches to preventing violent conflict across different levels. We work across the conflict cycle; address different types of violence and work at different levels with institutions and communities alike.

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

Specific duties and responsibilities of the Learning Portfolio Manager include:

Management of learning portfolio:

1. Design, develop, deliver and evaluate training and learning projects and knowledge management activities assigned from the KCSP portfolio, particularly to

enable UN staff and its partners to work coherently across the peace continuum – with focus on political approaches.

2. Initiate and design new creative learning solutions to support the UN system to implement the sustaining peace agenda.
3. 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.
4. Support resource mobilization efforts by writing targeted funding proposals and editorial knowledge pieces for outreach and dissemination.
5. Keep abreast of latest policy developments in the UN and relevant academic publications, which bear direct relevance to the work of KCSP.
6. When delegated, represent the KCSP in related inter-agency meetings and working groups to exchange information and promote UNSSC activities.

Project Delivery

7. Serve as a facilitator and/or resource person or online tutor for training and learning projects.
8. Manage the day-to-day relations and communications with project counterparts, instructional designers, technical experts, resource persons and subject matter experts accordingly.
9. Actively engage in marketing, publicity and communications for courses and learning events.
10. Monitoring financial status of assigned projects and activities to ensure financial sustainability.
11. Actively monitor and cultivate client and partner relations. Propose and follow up on partnership opportunities, including new ventures.

Perform other duties as required.

Competencies:

Professionalism: Knowledge of the concept of sustaining peace and relevant policy developments on UN reform processes. Experience with instructional design and delivery of training.

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 project activities, and to suggest responsive initiatives. Ability to plan and prioritize the work. Ability to design and manage projects effectively.

Partnering: Ability to establish and maintain 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. Proven experience in resource mobilization and ability to operate in a cost-recovery business model.

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.

Qualifications and Experience

Education:

Advanced University degree (Masters degree or equivalent) in political science; international relations, peace and/or conflict studies 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 five years of professional experience in the area of peace and security, two 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. Experience with designing and delivering training sessions and managing training projects.

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>)
- 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 with a subject title of "Application for Learning Portfolio Manager: VA/UNSSC/005/2019".

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 April 2019