



Vacancy No.: VA/UNSSC/003/2019

Post Title and Level: Programme Assistant (G4)

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: 22 February 2019

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. We strongly encourage qualified women candidates and candidates from developing countries to apply.

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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:

The UNSSC Knowledge Centre for Sustainable Development, officially opening in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the new sustainable development agenda 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 three dimensions of the new sustainable development agenda.

Terms of reference

The incumbent will serve as a Programme Assistant to the Office of the UNSSC Knowledge Centre for Sustainable Development in Bonn, Germany.

The specific tasks of the Programme Assistant are to:

1. Assistance to training and learning activities:
 - a. Assist in making arrangements for training courses (online and face-to-face), workshops, learning events, roundtables and meetings, including issuance of invitations, preparation of attendance lists and agenda, correspondence with participants and any follow-up action;

- b. Provide general support services at workshops, training courses (online and face-to-face) and meetings, including assisting in the preparation of background material and documentation, registration and communication with participants before, during and after (where needed) the activities, booking of hotel, printing of training materials, rental and setting-up of training rooms and technical equipment, consolidation of post-training evaluation, etc.;
 - c. Screening, registering and routing incoming mail (including sustainable-development group email) and ensuring follow-up action on pending issues according to deadlines and priorities relating to trainings courses;
 - d. Coordinate and assist coffee breaks preparations; liaise with internal services for security and IT; arrange transportation service and hospitality arrangements;
 - e. Assist in liaising with vendors and service providers, including searching and negotiating best rates with hotels, restaurants, catering, suppliers, transportation companies, etc.;
 - f. Assist in arranging travel for UNSSC staff, consultants and workshop participants and other related actions, ensuring that visas, DSA, medical and security clearance are obtained on time;
 - g. Assist in the preparation of workshop budget, forecasts and financial follow-up of training activities;
 - h. Assist in procurement and recruitment for respective trainings, courses, where needed;
 - i. Inform and remind responsible staff of follow-up dates and deadlines for response or specific actions; compiles, format and distributes documents.
 - j. Assist UNSSC Staff in organizing official missions;
 - k. Input, maintain and update course related data in UNSSC Learning Management System (UNKampus/CLANED) and programme database;
 - l. Facilitate cross-team collaboration by providing direct support to organizing and delivering courses/knowledge management events for other teams;
 - m. Serve as liaison with focal points of the client agencies for respective trainings.
2. Support UNSSC information management tools:
- a. Analyse and file electronically all incoming correspondence; maintain the office filing system for the training activities and ad-hoc projects in both hard copies and electronically;
 - a. Keep track of consultants, contracts, payments and assist in the preparation of related documents;
 - b. Receive, record and identify subject matter of incoming correspondence, attaching background materials, taking action on routing correspondence;
 - c. Note correspondence, memoranda, briefs and facsimile;
 - d. Keep the calendar of activities updated;
 - e. Operate Survey-Monkey for pre and post-workshop Learning Needs Assessment (LNA);
 - f. Organize phone and video conferences as requested;
 - g. Perform other duties, upon request and as assigned.
3. Perform any other job related activity required.

Core Values:

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies:

- Communication
- Teamwork
- Planning & Organizing
- Accountability
- Client Orientation
- Technological Awareness

- Commitment to continuous learning

Education

High School Diploma.

Work Experience

- At least four (4) years relevant experience working in an office support function preferably as Programme Assistant;
- Experience in the logistical support to meetings and workshops and/or training events highly desirable;
- Experience in an international environment is an asset;
- Experience with any Enterprise resource-planning tool (ERP) is an asset.

Languages and other skills:

- Proficient in written and spoken English.
- Knowledge of German is an asset
- Ability to work in a multicultural team environment and to work under pressure;
- Capacity to plan, implement and monitor the entire menu of support services to learning events;
- Good knowledge of office technology such as MS Office package and e-mail application.

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 Programme Assistant: VA/UNSSC/003/2019".

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: 22 January 2019