Vacancy No.:	**VA/UNSSC/008/2019**
Post Title and Level:	**Programme Assistant (G5)**
Organizational Unit:	**UNSSC Peace and Security Team**
Duty Station:	**Turin, Italy**
Duration:	**One year, extension of the appointment is subject to availability of funds and satisfactory performance**
Deadline for applications:	**15 November 2019**

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

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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:

UNSSC is currently expanding the scope and portfolio of the Peace and Security Team to establish the Knowledge Centre Peace, Security and Humanitarian Action (KCPSH) focusing on enhancing the capacities of the UN system and its partners to support local, national, regional and global efforts to sustain peace, thus ensuring a more coordinated, coherent and integrated effort towards the prevention of violence, conflict and fragility. These developments have an impact on the program support functions which subsequently have also increased in terms of volume and moreover in terms of scope and tasks.

Terms of reference

Reporting to the Senior Manager, Peace and Security Team and within delegated authority, the Programme Assistant will provide programme support to the team in the following areas:

- **Administrative and logistic coordination of training activities**
  Specific duties include liaising with internal and external organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions for:
  - recruitment and appointment of consultants
  - travel arrangements
  - identification of training venues
  - authorization of payments
  - disbursement of funds

- o procurement of training services
- **Data and repository maintenance**
  Specific duties include:
  - o Compiling, summarizing and entering data on activity completion into UNSSC databases (CRM etc.)
  - o drafting related evaluation reports
  - o Identifying shortfalls in delivery, issues in training activity evaluations and presenting them to the attention of management.
- **Drafting and review of documents and correspondence**
  Specific duties include:
  - o Reviewing administrative documents, especially workshop related for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature
  - o Identifying inconsistencies; distributing documents to relevant parties upon approval
  - o Drafting activity budgets in Open ERP
  - o Drafting correspondence on training-related issues
  - o Preparing and updating periodic reports, briefing notes, logistical notes, graphic and statistical summaries, financial summaries etc.
- **Providing support to online training activities**
  Administering webinars by conducting test-runs with speakers; communicating log-in processes to participants; delivering the UNSSC introduction and overview and providing technical support during webinar delivery to speakers and participants including distribution of recording post webinar.
- **Training of junior colleagues**
  Providing guidance and training to new/junior staff (and interns) on administrative procedures and webinar management.

Core Values

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies

Professionalism:
In-depth knowledge of programme procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:
Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others.Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:
Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning& Organizing:
Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability:
Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity:
Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation:
Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to Continuous Learning:
Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness:
Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

Completion of secondary education /high school.

Work Experience

This position requires:

- At least 4 years of work experience years of experience in programme or project administration, technical cooperation or related area.Experience in an international environment, especially a working environment similar to UNSSC, is an asset;
- Ability to use WebEx.

Languages

- English is the official working languages of the UNSSC. For the post advertised, fluency in oral and written English and French is required. Being able to communicate orally in Italian is an advantage.

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/008/2019".

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: 15 October 2019