



She/he will provide advice to the Director on learning policies and practices covering the College's mandate and play an active role in the United Nations Learning Managers' community to ensure greater cooperation and coordination of activities with all UN agencies/funds/programmes' learning and training departments.

Specifically, the Deputy Director is responsible to:

- Contribute to the overall strategic direction, coordination and guidance to the programmatic work of the UNSSC;
- Provide overall management of human and financial resources of the Programme Units;
- Provide direct supervision of all Programme Team Senior Managers and Managers;
- Ensure provision of high-quality learning products;
- Identify new and creative trends in adult learning and integrate them into the College's learning portfolio;
- Lead the process for the development of the College's biennium Programme strategy, Programme budget and annual work-plan; and
- Ensure effective and smooth implementation of the biennium Programme strategy, Programme budget and annual work-plan.

#### **Partnership and advocacy:**

The Deputy Director will: ensure coordination and collaboration with both internal (UN agencies) and external stakeholders (academia, government, civil society) on programmatic issues; take the lead in developing and building a network of partners and new stakeholders. She/he will assist the Director to reinforce the UNSSC reputation as the UN's Centre of Excellence for learning and training within and outside the UN system.

She/he will work in close cooperation with agencies of the United Nations system to identify and prioritize learning and training needs for the international civil servants.

She/he will also represent the UNSSC in the work of relevant UN inter-agency bodies and working groups.

#### **Reporting and governance:**

The Deputy Director will lead the process to prepare reports on the UNSSC's programmatic activities for the UNSSC Board of Governors, including progress reports; programme strategy; work-plans; and result-based-budgeting, for its review and approval. She/he will manage relations with the College's Expert Technical Review Panel (ETRP) on the annual quality assurance review of the College's learning profile.

#### **Competencies:**

**Professionalism:** Solid understanding of the trends and best practices in professional development and adult learning in order to deliver high quality learning and training programmes. Result-oriented, business minded, and experienced manager with solid skills to forge partnerships. Ability to conceptualize and convey strategic vision. Understanding of results-based management in the context of the UN system.

**Leadership:** collaborative leadership style; excellent communicator; proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for innovations, change and improvements.

**Judgement/Decision-making:** Considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the

Organization; proposes a course of action or makes a recommendation based on all available information; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; conveys enthusiasm about future possibilities.

**Building Trust:** Manages in a deliberate and predictable way; operates with transparency; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

### **Education:**

Advanced university degree in adult learning, public or business administration, education, social sciences or other related field. A Ed.D. or a Ph.D is considered as an advantage.

### **Work Experience:**

At least 15 years of relevant work experience in adult education development, including managerial and supervisory responsibilities, gained in a learning environment. Proven experience in adult learning, comprising experience in design and development of learning and training curricula and programmes. Experience in working in a multicultural environment and commitment to promoting gender, cultural and other forms of diversity.

### **Languages:**

Fluency in oral and written English is required. Knowledge of another UN official 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/home/sites/unssc.org/files/p11un.doc>);
- ❖ 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](mailto:recruitment@unssc.org) with a subject title of "Application for Deputy Director & Head of Programmes, VA/UNSSC/001/2013".

If electronic submission is not possible, hard copy can be mailed or faxed to:

Administrative Services  
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: 14 February 2013