
JOB POSTING DETAILS

Posting Title:	Associate Training Officer, NO-B
Job Code Title:	Associate Training Officer
Opening Number:	OSESGY-2021-TJO-005
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Temporary
Duration of Contract:	One (1) Year Renewable
Posting period:	4 August – 18 August 2021

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

The position is located in the Human Resources Section of the Office of the Special Envoy of the Secretary-General for Yemen. The incumbent will be based in Sana'a, Yemen and will report to the Chief Human Resources Officer. The incumbent will contribute to the planning and organisation of training for OSESG-Yemen and related offices.

Responsibilities:

The incumbent provides support to the implementation of the design, development, delivery and evaluation of field mission training programmes to meet mandate implementation. S/he

collaborates with the chief, or other training focal points for work guidance in identification of forthcoming training requirements. Additionally the incumbent participates in the provision of strategies and programmes for training requirements.

Within the limits of delegated authority, the Associate Training Officer will be responsible for performing the following duties:

- Participates in the design, development, delivery and evaluation of training as well as learning and development programmes for field mission staff in support of mandate implementation. These programmes encompass a range of activities including, inter alia, peace operations training, technical and substantive training, leadership and management and organizational development courses;
- Collaborates with senior mission staff to identify forthcoming training requirements and develop strategies and programmes to meet them and also ensure that training and development meets current needs and anticipates, to the extent possible, future needs;
- Contributes in developing and upgrading relevant training materials;
- Coordinates the preparation of an annual training plan and other planning documents, submits budget inputs and ensures that training is cost-effective and has maximum operational impact;
- Collaborates with training focal points of other mission functions, relevant UN Departments and other UN agencies to ensure that cross-cutting issues are incorporated in the design of training and development programmes;
- Undertakes reporting of training activities and maintains statistical data on training programmes through automated systems and applications;
- Promotes client-focused and responsive services to the field mission;
- Performs other duties as required.

Core Competencies:

Professionalism: Knowledge of course design, development, and delivery to include classroom, distance learning, and practical training techniques; Ability to manage and lead training teams. Demonstrates proven research, liaison, analytical and coordination skills to include the identification and promotion of training requirements; Able to conduct training evaluation; Ability to prepare and implement budgets; 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: 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 the audience; Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

Education:

An advanced university degree (Masters or equivalent) in training or learning, management, or a related area such as education or social science is required. A first-level university degree in combination with two (2) additional years of qualifying experience in training or learning may be accepted in lieu of the advanced university degree. Participation in a formal training certification programme is also desirable.

Work Experience:

A minimum of two (2) years of progressively responsible experience in work force learning and development, adult learning, training or a related area is required including experience within a training function, in the design, implementation, evaluation and practical delivery of formal training sessions and programmes. Experience in providing career support and conducting Training Needs Assessment is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations:

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.