



United Nations Development Programme

## UNDP Jobs

UNDP Jobs

We have opportunities in the following areas:

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- \* Democratic Governance (33)
- \* Poverty Reduction (22)
- \* Environment and Energy (38)
- \* Crisis Prevention and Recovery (13)
- \* HIV/AIDS (12)
- \* Women's Empowerment (20)
- \* Management (56)
- \* All Vacancies

### By location

- \* Africa (65)
- \* Arab States (21)
- \* Asia and the Pacific (19)
- \* Europe & the Commonwealth of independent States (28)
- \* HQ and Other (45)
- \* Latin America and the Caribbean (11)

### More

- \* Leadership Development Programme
- \* Consultancies
- \* Internships
- \* Junior Professional

## LEARNING ANALYST (LEADERSHIP DEVELOPMENT)

<b>Location :</b>	New York, UNITED STATES OF AMERICA
<b>Application Deadline :</b>	06-Sep-12
<b>Additional Category</b>	Management
<b>Type of Contract :</b>	FTA International
<b>Post Level :</b>	P-2
<b>Languages Required :</b>	English
<b>Starting Date :</b> (date when the selected candidate is expected to start)	01-Oct-2012
<b>Duration of Initial Contract :</b>	One year
<b>Expected Duration of Assignment :</b>	One year with possible extension

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### Background

As part of its commitments to donor governments, UNDP provides training to Junior Professional Officers (JPOs) and Special Assistant to the Resident Coordinators (SARCs). Taking into consideration the regular nature of this undertaking UNDP is seeking to retain the services of a staff member with expert knowledge and a proven record of managing needs analysis, assessment, design, development, implementation, evaluation and administration of learning activities for JPOs and SARCs.

Under the overall guidance of the Chief, OHR/Learning Resources Centre (LRC) and the JPOSC Manager, OHR/SAS, the Learning Analyst post will be matrixed managed between LRC and JPOSC. S/he shall report to and be supervised by the Leadership Development Unit Team Leader, and the JPOSC Manager.

The Leadership Development and Learning Analyst is responsible for coordinating, planning and executing learning and training activities for JPOs and SARCs. The incumbent ensures the integration of an end-to-end learning methodology for JPOs and SARCs. The incumbent supports training materials/content development, manages assessments, including the development, implementation and review of feedback for all JPOs and SARCs who participate in learning and training events.

The incumbent designs and implements leadership development and training programmes and collects feedback and evaluative information on programmes delivered.

60% of the time of the of position will be allocated to the development and delivery of JPO learning activities, and 40% of the time of the position will be allocated to research and development activities and other learning events, as may be required, in support of the Learning Resources Centre's relevant requirements. Such activities include: managing the Leadership Development and Management Skills Programmes (LDMSP) for Entry level, and GS level, the Policy, Programme and Operations (PPO) and NPO workshops (local and regional), and support other LRC leadership development initiatives).

Note: This is a Management Project Funded (MPF) post.

### Duties and Responsibilities

Ensures implementation of learning strategies focusing on achievement of the following results:

- Management of the organizational and individual needs analysis, design,

Officers'  
Programme

• United Nations  
Volunteers  
(UNV)

- development, implementation, evaluation and administration of learning events.
- Facilitation, as required, the development of training materials and delivery of training events. Follows through with user feedback, progress and integrates the feedback to the future programmes.
- Coordination of all activities related to JPO, SARC, and LDMSP Entry-level and GS level programmes learning events, including JPO and SARC Orientation and workshops in collaboration with stakeholders. Designs and coordinates training programmes based on organizational and employee needs and that are in line with learning events, by applying a blended learning approach, including video-conferences, presentations, forums & face to face workshop for each of the targeted populations.
- Advice to stakeholders on development of the learning events, including advising on creative learning approaches, methodologies, illustrations, technologies.
- Coordination of surveys, assessment and feedback analysis to monitor the impact of learning and to evaluate overall programme effectiveness.
- Recommendation and coordination of development of appropriate e-learning tools, tool kits, short notes, social media and other blended methodologies to facilitate the chosen learning method and to respond to requests from stakeholders.
- Support to learning and communication events related to JPO learning and development, including mentoring and career development.

Ensures effective project management focusing on achievement of the following results:

- Management of learning project(s) pertaining to JPO and SARC learning and other LRC events (e.g. LDMSP Entry Level and GS level programmes) as may be applicable, in line with UNDP's corporate standards.
- Identification, development and implementation of creative solutions to enhance skills of staff in collaboration with internal and external stakeholders.
- Coordination of renewal / revision of learning activities with various partners which in part calls for enhancing and customizing existing learning products.

Supports facilitation of knowledge building and knowledge sharing focusing on achievement of the following results:

- Staying abreast of current learning trends and instructional designs and making recommendations regarding the development of new learning activities/programs and modalities of delivery, such as face-to-face, peer learning, self-paced e-learning modules, and webinars through use of emerging technologies.
- Synthesis of lessons learnt and best practices in learning.
- Development of effective communications channels for sharing learning products.
- Sound contributions to knowledge networks and communities of practice.

## Competencies

Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Advocates and promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Demonstrates and promotes the values of UN/UNDP in actions and decisions and acts in accordance with the standard of conduct for international civil servants.
- Integrates himself/herself into the work unit, taking responsibility for own contribution to achieving team results.
- Takes initiative and seeks opportunities to initiate action.
- Proposes innovative ideas and new solutions to work.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and contributes proactively to UNDP Practice networks and Knowledge Platforms.
- Encourages office staff to share knowledge and contribute to UNDP Practice Areas
- Develops deep knowledge in Practice Areas
- Actively works towards continuing personal learning and development in one or more Practice Areas
- Acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness:

- Ability to implement communications and publications strategies
- Ability to advocate effectively
- Communicates sensitively and effectively across different constituencies
- Demonstrates excellent ability to write and communicate orally with accuracy and professionalism
- Knowledge of IPSAS and project management, including project budget management
- Ability to conceptualize issues and analyze data with prior experience in a public sector organization.
- Demonstrates strong IT skills
- Demonstrates excellent facilitation and presentation skills
- Demonstrates excellent organizational and planning skills

#### Management and Leadership:

- Focuses on impact and result for the client
- Leads teams effectively and shows conflict resolution skills
- Excellent interpersonal skills with a proven ability to work with cross-functional teams,
- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationships with clients and external actors
- Demonstrates openness to change and ability to manage complexities
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources; monitors performance and other objectives and corrects deviations from the course
- Demonstrates capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems

## Required Skills and Experience

#### Education:

- Advanced university degree in Business Administration, Public Administration, Human Resources Management or other related Social Sciences.
- A professional certification in learning and capacity development is an asset but not a requirement.

#### Experience:

- Relevant experience in organizing and delivering corporate learning programmes.
- Minimum 2 years progressively responsible experience in the area of learning in either public or private sector or international organizations.
- Extensive hands-on experience and knowledge of learning systems and Project Management are desirable.

#### Language Requirements:

- Fluency in English required.
- Proficiency in another UN language is an asset (in particular Spanish and French).

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**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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