Bonn, Germany

VACANCY ANNOUNCEMENT

eLearning Programme Associate
(Personnel Service Agreement - PSA)

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<th>Organizational Unit</th>
<th>United Nations University - Institute for Environment and Human Security (UNU-EHS)</th>
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<td>Reference Number</td>
<td>2016/UNU/EHS/PSA/ELPA/91</td>
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<td>Applications to</td>
<td><a href="mailto:hrbonn@vie.unu.edu">hrbonn@vie.unu.edu</a></td>
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<td>Closing Date</td>
<td>25 December 2016</td>
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United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit http://unu.edu.

The United Nations University Vice-Rectorate in Europe (UNU-VIE) concentrates on relationships between advancing science and technology for human security. In addition to its scientific core mandate, it administers the central units providing service to five UNU entities in Bonn (http://www.bonn.unu.edu/). The central administration units include Finance, Human Resources, Information Communication Technology, Communication Services, Procurement and General Administration. These units also assist with the administration of new UNU initiatives in Europe and Africa. For more information on the organization, please visit the following websites: www.vie.unu.edu

United Nations University Institute for Environment and Human Security (UNU-EHS) established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.

EduSphere Section:
The EduSphere section addresses the activities of UNU-EHS in the area of enhancing educational capabilities of its partner institutions, especially in developing and transitional countries.
The EduSphere section investigates the teaching – research nexus to enhance the graduate education and research training of the Institute. The section develops open educational resources on vulnerability and risk for sharing with educators, students and self-learners to use, reuse and adapt them in teaching, learning and research. Information Communications Technologies (ICT) play a key role in the activity of the section with regard to eLearning/distance education, open source technologies and new media in context WEB 2.0.
technologies to facilitate communication and knowledge sharing, to enhance project work, and to design and deliver learning materials.

Responsibilities:

Under the overall authority of the Director of UNU-EHS and the direct supervision of the Head of the EduSphere section and the eLearning team leader, the chosen candidate will principally be responsible for the following:

- Design and development of electronic courses (eCourses), design and development of guidelines, templates for eCourses and Training of Trainers (ToT) manuals
- Design and Development of web based and multimedia content for educational purposes
- Support the design and development of modules/components of a digital learning environment (learning management system, social and professional networking platform, online conferencing system, mobile application, etc.)
- Administration and management of content and components of a digital learning environment
- Support to the organization of educational events: webinar, lectures, meeting, online and traditional summer school and block courses

Required Qualifications and Experience:

- Good knowledge in instructional design and educational technologies
- Good Knowledge in authoring software and tools for eLearning course development (Articulate, Adobe Captivate, Adobe Presenter, CourseLabs, Camtasia Studio, etc.)
- Good knowledge in database, web programming (PHP, JavaScript, HTML5, AJAX, CSS, MySQL, etc.) as well as open source content/learning management framework and tools (Moodle, Social Engine, Drupal, Typo3, Adobe Connect, etc.).
- Knowledge in Multimedia software and tools
- Experience in object oriented programming language will be considered an asset
- Experience in management and administration of online Community of Practice will be considered an asset
- Ability to work independently and maintain effective working relationships with people of different national and cultural backgrounds,
- Excellent command of English.

Desirable Experience and Competencies:

- Skills in organizing conferences and educational events within the international context;
- French and German language capacity will be considered an asset.

Remuneration:

Remuneration will be commensurate with qualifications and experience.

Duration of Contract:

This is a full-time employment on a two (2) year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to satisfactory work performance and availability of funds, with the combined duration of appointments not exceeding six (6) years.
This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

**Starting Date:**
As soon as possible

**Application Procedure:**

Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2016/UNU/EHS/PSA/ELPA/91).

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)