



International Training Centre
Centre international de formation
Centro Internacional de Formación

NOTICE OF VACANCY
Internal/external competition n. 7/2006

Training Department
Learning and Communication Service
Distance Education and Learning Technology Applications Programme
(DELTA)

Junior Programme Officer
Grade P2

An internal/external competition is open to fill this vacancy.

Applications for transfer submitted by Centre officials in the same grade will be given prior consideration.

In accordance with paragraph 10 of Annex H of the Staff Regulations, applications may be submitted by established Centre officials or officials recruited under fixed-term contract and who have completed their period of probation at the closing date. An official who has not completed his/her probationary period and an official whose fixed-term contract is linked to a specific training project of a fixed-term duration, of one year or more, may participate in this competition as an external candidate.

If an external candidate is selected, he/she will be offered a fixed-term contract of one year, which may be renewed. The conditions of employment relating to such contracts are described briefly in Appendix I to the present notice.

Candidatures from both men and women are equally welcome for this position.

ORGANIZATIONAL CONTEXT

The International Training Centre of the International Labour Organization (ITC ILO) is the training arm of the ILO, a United Nations Agency, which promotes social justice on labour-related matters.

Within the Centre, the DELTA Programme plays a significant role by advising on the application of appropriate learning and training approaches and technologies. DELTA supports the Centre's Programme and Activity Managers in (a) the design of learner-centred curricula, methods and materials; (b) the development of ICT-based learning applications; and (c) the design and implementation of on-line, open and flexible learning programmes.

For outside partners and clients, DELTA designs and delivers open and tailor-made training activities in the fields of learning and information technology applications and provides advisory services in the area of instructional design and learning materials development.

Viale Maestri del Lavoro, 10
10127 Turin, Italy

Phone: +39 011 693 6111
Fax: +39 011 663 8842
E-mail: communications@itcilo.org
<http://www.itcilo.org>

JOB OVERVIEW

As part of the DELTA team and under the supervision of the Manager of DELTA, the Junior Programme Officer is responsible for advising and assisting colleagues and outside customers and partners on their choices and applications of appropriate training and learning technologies, with a particular focus on the design and application of information and communication technology (ICT) for e-learning and face to face training.

RESULT-ORIENTED FUNCTIONAL STATEMENT

- Assists Programme and Activity Managers in the design and implementation of innovative learning technologies, tools and methodologies, including open, flexible and distance learning approaches and the use of information technologies.
- Designs, implements, facilitates and evaluates training and learning activities in the area of training and learning technology, including open and distance learning activities.
- At the request of external clients, (a) provides advisory services, and (b) designs, facilitates, implements and evaluates learning and training activities.
- Designs, manages, monitors and evaluates technical cooperation projects funded by international donors in the areas of learning, capacity building and training.
- Contributes to the development of training and learning material in support of DELTA's activities.
- Contributes to developing and maintaining the Centre's approach to learning and capitalizes on internal best practices.
- Participates in the continuous effort of the DELTA team in searching world-wide for new learning approaches and technologies in order to systematize them and make them applicable to Centre activities.
- Assesses the use of selected and/or developed software and software applications
- Contributes to the interest of DELTA in building partnerships with world-wide prestigious organizations in the field of training and learning and the use of ICT.
- Actively shares knowledge and know-how within the DELTA team.
- Carries out, as requested, any other assignments in connection with his/her functions as Junior Programme Officer within the DELTA team.

QUALIFICATIONS REQUIRED

Education

University degree in information and communication technology, adult education, educational technology, computer sciences or informatics engineering.

Experience

At least 3 years of relevant professional experience of which at least 1 year at the international level, in the area of application of information and communication technologies for training

and learning, management of networks, development and management of learning e-platforms. Experience in international co-operation and development is an asset.

Languages

Proficiency in English and in French or Spanish. Knowledge of a third official language is an asset.

Core Competencies

- *Adaptability*: ability to adapt to major changes in work tasks or in the work environment.
- *Client service*: ability to effectively meet client needs (internal and external).
- *Collaboration*: ability to develop and use collaborative relationships to facilitate work goals.
- *Communication*: ability to communicate by clearly conveying information to individuals or groups.
- *Initiative*: ability to take prompt action to accomplish objectives, including beyond what is required.
- *Integrity*: ability to maintain social, ethical and organizational norms and adhere to codes of conduct and ethical principles.
- *Knowledge management*: ability to continuously developing and update professional knowledge base.
- *Sensitivity to diversity*: ability to be open to accommodate the differences found in other cultures and between genders and to interact effectively with women and men of different cultures.

Level Competencies

- *Managing work*: effectively managing one's time and resources to ensure that work is completed efficiently.
- *Decision-making*: analysis and judgement/problem solving.

Technical competencies

- *Good knowledge of information and communication technology used in training and learning*: sound knowledge of the techniques, tools and methodologies for using ICT for training and learning purposes.
- *Technical expertise*: thorough knowledge of one or more of the following topics: instructional design; learning methodologies; open and distance learning; design, development and management of web sites, e-platforms and other ICT tools for knowledge management; management of virtual learning environments; development and use of free and open source software; learning management systems; learning objects repository.
- *Learning facilitation and advisory skills*: good pedagogical skills as a training designer, or a facilitator of learning and strong skills in advising and counselling others in the use of learning technologies and ICT.
- *Capacity to develop training materials and publications*: working from a conceptual framework and the results of applied research, has the skills to convert theories into

practical methods and (electronic) tools and use these to author learning and training materials that are well written and easy to understand.

- *Project design and management skills*: knowledge of internationally recognized processes, including the logical framework methodology, for the design, management, monitoring and evaluation of technical cooperation projects funded by international donor agencies in the areas of capacity building, training and learning.
- *Information and communication technologies (ICT) skills*: full competence in using advanced computer applications and for engaging in and managing on-line learning activities.

Attitudes

Values team work while at the same time demonstrates strong ability and willingness to take initiative. Creative and innovative. Communicates effectively both orally and in writing. Be a positive and result-oriented team member.

WRITTEN EXAMINATION AND INTERVIEW

Applicants may be required to sit a written examination and to be interviewed.

APPLICATIONS

Applications in writing – on form ILO/TC 909 (available from HRS intranet page) for internal candidates or on form ILO 255 (Personal History Form) for external candidates (available from the Web Centre's page: <http://www.itsilo.org/jobs>) – should be sent either by e-mail to vacancies@itsilo.org or by normal mail to the Human Resources Services. **The deadline for receiving candidatures is 30 September 2006. No candidatures will be accepted after that date.**

N.B. Depending on his/her qualifications and relevant experience, the candidate may be initially recruited at a grade lower than that of the position.

EXTERNAL CANDIDATES WILL BE CONTACTED ONLY IF THEIR CANDIDATURE IS UNDER SERIOUS CONSIDERATION.

8 August 2006