Vacancy No:	**AF/002/2023**
Post Title:	**Associate Fellow – Data Analyst**
Organizational Unit:	**UNSSC Directorate and UNSSC Knowledge Centre for Leadership and Management**
Duty Station:	**Turin, Italy**
Duration:	**until 31 December 2023 - extendable**
Deadline for applications:	**26 February 2023**

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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Organizational Context

The United Nations System Staff College (UNSSC) is headquartered in Turin (Italy). It is the primary provider of inter-agency training and learning for the staff of the United Nations system and its partners. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC designs and delivers a variety of learning and training activities online and face-to-face to effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

UNSSC is strengthening internal data management systems and improving its business intelligence capacity, with a view to enhance and develop learning programmes that are relevant and respond to client needs.

UNSSC is looking for an Associate Fellow, Data Analyst to generate data-driven analyses and insights in support of decision-making processes. The person will work within a small team in the UNSSC Directorate, under the daily guidance of the Data Engineer, and the supervision of the Programme Management Officer.

Responsibilities:

Under the supervision of the UNSSC Programme Management Officer, and within delegated authority, the Associate Fellow will be responsible for the following duties:

- Using mainly MS Power B.I, develop reports, dashboards and/or other tools to effectively summarize findings and convey information to management and clients
- Develop process improvement mechanisms for data analytics tasks
- Acquire and clean data from primary or secondary sources and maintain databases/data systems
- Implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Identify, analyse, and interpret trends or patterns, using basic machine learning techniques, statistical methods to identify relevant features and variables in structured sources of information and data

Required Skills and Experience

Education: Advanced university degree (Master's degree or equivalent) in computer science, data science, analytics, statistics, or a related quantitative field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: a minimum of 3 years of progressively responsible experience in applied analytics, business intelligence, information management, statistics, project management, stakeholder management or related area is required.

Strong knowledge of SQL is required.

Proven experience with creating data visualizations and analyses through MS Power BI is required.

Experience with other programming languages (Python, R) is an asset.

Language: Fluency in oral and written English is required. Knowledge of a second UN language is an advantage.

Competencies:

Professionalism: Excellent analytical skills with the ability to collect, organize, manage, and disseminate significant amounts of information with attention to detail and accuracy. The ability to analyse, model and interpret data in support of decision-making and convey information succinctly to management. Adept at queries, report writing and presenting findings. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep

informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Creativity: Actively seeks to improve processes and services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (http://www.unssc.org/sites/unssc.org/files/p11un.doc)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at https://www.unssc.org/about/employment-opportunities