Secondment

Data Analyst, P2
Secondment to UNOCC/UNDP in New York

Organizational objectives: The United Nations Operations and Crisis Centre reports to the Under Secretary-General for Policy, with additional reporting lines to the Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO) for services supporting the peace and security pillar. UNOCC is an integrated information and crisis hub providing cross-pillar analytics, situational awareness, and support to risk and crisis management, and its products are oriented towards supporting UN senior-level decision-making. UNDP’s Crisis Bureau works to prevent and respond to crisis and the problem of fragility. Crisis Bureau informs and shapes, catalyzes and facilitates UNDP’s engagement on crisis and fragility issues and drives work on early warning and prevention. Crisis Risk Dashboard focuses on risk assessment, disaster risk management, peace and conflict analysis and crisis response.

Ultimate Objective: The candidate will strengthen UNOCC’s crisis data architecture, ensuring speed and reliability across the evidence-based situational awareness and risk management services UNOCC provides to UN senior leaders. The candidate will assist in enhancing UN headquarters crisis data monitoring and data management tools. This includes assisting in the building, management and optimization of data pipelines, databases, and cloud tools to support the production of crisis data analytics.

The Data Analyst will enhance synergies between UNDP, UN Secretariat, and UN System data and analytics capabilities, including maintaining and strengthening data pipelines, ensuring compliance with data governance, protection, privacy, and security requirements. The Data Analyst will inform and loop-back analytical outputs, contributing to data preparedness and analytics capacities in the UNOCC and UNDP by supporting data sharing, crisis alerting, and joint analytical products.

Reporting Relationships: The Data Analyst will report to the Head of the UNOCC Data Team for day-to-day tasking, under the overall guidance of the UNOCC Director and the Programme Specialist, Early Warning in UNDP’s Crisis Bureau.

Task and Responsibilities: Act as the UNDP focal point and proactively strengthen data sharing and joint analytical products between UNOCC and UNDP.
- Support colleagues in locating, defining, and capitalizing on new data analysis process improvement opportunities in support of cross-pillar decision-making, situational awareness, crisis management, and risk management.
- Support the identification of appropriate data sources for analytics projects
- Collaborate with data engineers and data scientists to improve data flows, data quality, etc.
- Develop, design, and optimize data models and data structures for data acquisition and manipulation purposes.
- Design and build reusable data extraction, transformation, and loading processes for Azure data pipelines.
- Develop self-service analytic dashboards and data visualization drawing upon internal and external sources, using Microsoft tools like Power Query and Power-BI
- Assist in developing and implementing databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- With guidance from senior team members, identify, analyze, and interpret trends or patterns, using simple machine learning techniques and basic statistical methods to identify relevant features and variables in structured and unstructured sources of information and data
- Support the team in the preparation of data visualizations and infographics for senior UN leadership.
- Support the preparation of maps using raster/vector manipulation tools such as Adobe Create Suite and GIS software.
• Perform other duties as requested by the UNOCC, including on strengthening tools and systems related to integrated analysis and situation monitoring.

Work implies frequent interaction with the following:
Collaborate with data engineers, scientists and other data-focused specialists; Establish and maintain relationships with counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds and programmes and other UN specialized agencies, as well as representatives and officials in national governments, international organizations, consultants, and NGOs.

Results Expected:
The Data Analyst turns data into information, information into insight, and insight into business decisions. Through a range of data-driven products, the Data Analyst helps colleagues identify and communicate facts, trends, and patterns to support evidence-based decision-making.

Qualification and Experience
• Advanced university degree (Master’s degree or equivalent) in data science, analytics, statistics, geographic information science, information management, public administration, international relations, management or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
• Relevant experience in applied data analytics, information management, statistics, project management, and/or related areas are desirable.
• Experience with self-service analytics and data visualization tools is required.
• Experience in using data to inform decisions, strategies and execution is desirable.
• Experience in layout and publishing tools, incl. Adobe Creative Suite, is desirable.
• Experience with database or programming languages (SQL, Python, R) is desirable.
• Experience in international crisis operations is not required but an asset.
• Experience in geospatial information system tools is not required but an asset.

Languages
• Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.
• Passive knowledge of two Swiss official languages is required.

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 analyze, 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 quality-check work completed by other team members. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; 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 audience; demonstrates openness in sharing information and keeping people informed.
• 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.
• Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; 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.
• 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.

Security and Safety
- Physical and mental fitness to work in this context (Assignments are subject to successfully meeting the medical standards);
- Possession of a valid automobile driving license;
- Nationality
- Swiss nationality (Dual citizenship with country of assignment not possible).

| Duty station: | New York, USA |
| Start of assignment: | As soon as possible |
| Duration of contract: | 1 year, with the possibility of extension. |
| Deadline for applications: | 1 October 2022 |
| Interviews are scheduled to take place on: | 14 October 2022 |
| Family: | accompaniment by a partner is possible |

Click here to learn more about the United Nations: [https://www.un.org/en/pdfs/18-00159e_un_system_chart_17x11_4c_en_web.pdf](https://www.un.org/en/pdfs/18-00159e_un_system_chart_17x11_4c_en_web.pdf)

For further information, please contact:
- Mr. Damiano Sguaitamatti, Program Manager (damiano.sguaitamatti@eda.admin.ch, +41 58 46 23119) for questions related to the mission or
- Ms Janine Misteli, Recruitment Officer (janine.misteli@eda.admin.ch, + 41 58 462 63 39) for questions on requirements and on the selection process.

**Assignment:**
The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding. The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of their deployment **PVFMH (D)** / **OPers-PDHH (F)** / **OPers-PRA (I)**.

A complete application contains:
- an application letter in English;
- a CV English;
- diplomas and work certificates;
- the completed Personal History Form PEP (see: [http://bitly.ws/dTMd](http://bitly.ws/dTMd))

---

1 **Swiss Expert Pool for Civilian Peacebuilding**
The deployment of civilian experts within the scope of Switzerland’s policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).