UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)
UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

DEADLINE FOR APPLICATIONS: **22 OCTOBER 2017**
DATE OF ISSUANCE: **16 OCTOBER 2017**
FUNCTIONAL TITLE: **BUSINESS INTELLIGENCE ANALYST**
SECTION: **UNSOS-BUSINESS INTELLIGENCE**
LOCATION: **NAIROBI, KENYA**
TYPE OF CONTRACT: **INTERNATIONAL CONSULTANT**
DURATION OF CONTRACT   **6 MONTHS**
VACANCY ANNOUNCEMENT NUMBER: **UNSOS/BI-BIA/OD/030/2017**

Special Notice:

Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Settings and Reporting Relationships:

This position is located in the Business Intelligence Unit of the United Nations Support Office in Somalia (UNSOS). The incumbent will be based in Nairobi and will report to the Chief, Business intelligence Unit.

Responsibilities:

Within delegated authority, the Business Analyst Consultant will be responsible for the following duties:

• Develop and implement a data governance framework to include data quality, data management, data policies, business process management, and risk management surrounding the handling of data in the organization;
• Standardize routine report requirements for various sections;
• Provide management with business intelligence analyses;
• Ensure integrity and reliability of data through integrated reporting and analyses;
• Build special data sets for specific research needs or for reports;
• Prepare charts, graphs and other outputs for reporting and presentation of various data through Microsoft BI, other dashboards software, excel, etc.;
• Provide statistics on service and workload measures;
• Development of a Performance Management Framework (aligned with the Department of Field Support framework);
• Development, implementation and monitoring of Key Performance Indictors as per established Performance Management Framework;
• Coordinate with Supply Chain, Service Delivery and other departments in the development of data points and dashboards related to functional areas in-scope;
• Technical manager for data management (including the design and implementation of SQL data connections, database automation and live information accessibility), database structuring, and report visualization through Microsoft BI and other dashboards software;

•Conduct Business Intelligence Analyses on services and related processes (i.e. AMISOM/UNSOM Compacts indicators), including developing detailed business cases and cost benefit analysis for recommended actions/improvements;
•Work with cross-functional teams led by subject matter experts (SMEs) and conduct business process reviews;
•Development of measurement and management tools for ongoing processes improvement;
•Validate systems' processes through data quality assurance;
•Identify business requirements and assist in the development and roll out of end user documentation;
•Performs other duties as assigned.

Main Deliverables:
• Finalized a data governance framework that includes data management, data policies, business process management, and risk management surrounding the handling of data in the organization;
• Designed dashboards in line with agreed key performance indicators;
• Established data connections, database automation and live information accessibility;
• Designed data collection templates;
• Developed a Performance Management Framework;
• Conducted Business Intelligence analyses, with finding and recommendations;
• Drafted end-user documentation.

Competencies:

Professionalism: Shows pride in work and in achievements; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Technological Awareness: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

Education:

High school Diploma or equivalent is required.

Work Experience

A minimum of eight years of progressively responsible experience in business analysis, data and database management or related field is required. Experience and knowledge of UN rules and regulations, practices and operations is desirable.

Language
English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the https://unsos.unmissions.org/jobs. Applications submitted after the deadline 22 **October 2017** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org
Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.
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.
THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).