



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

ADVERTISEMENT

DEADLINE FOR APPLICATIONS:	15 DECEMBER 2016
DATE OF ISSUANCE:	09 DECEMBER 2016
FUNCTIONAL TITLE:	BUSINESS INTELLIGENCE SPECIALIST
SECTION:	BUSINESS INTELLIGENCE UNIT
LOCATION:	NAIROBI, KENYA
TYPE OF CONTRACT:	INTERNATIONAL CONSULTANT
DURATION OF CONTRACT	1 – 24 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/BIS /020/2016

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.

Organization Setting and Reporting Relationships:

The Business Intelligence Specialist reports directly to Chief, Business Intelligence Unit.

Responsibilities

Within delegated authority, the Business Intelligence Specialist will be responsible for the following duties:

- Effectively coordinates actions relative to the management and analysis of data related to administrative, logistics and operational functions and services in support of mandated activities.
- Conducts Business Intelligence Analyses on services, operations and mandated strategic imperatives including developing detailed business cases and cost benefit analysis for recommended actions/improvements.
- Develops a Performance Management Framework (aligned with the Department of Field Support framework).
- Develops measurement and management tools for ongoing processes improvement.
- Develops and implements 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.
- Defines and monitors key performance indicators (KPI) for Client Service Compacts (UNSOM, AMISOM), Service Level Agreements and other critical operations.

- Keeps senior management informed on performance shortfalls and makes recommendations based on which management can take decisions.
- Analyzes Administrative Support Desk cases with the aim of identifying common reasons for delays in processing of administrative support services.
- Proposes business process re-engineering of administrative support services in the areas of Human Resources, Finance and RSCE coordination.
- Provides clients with general guidelines on processes and procedures related to administrative services.
- Performs other duties as assigned.

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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and 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 limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

Qualifications:

Education

Advanced university degree (Master's degree or equivalent) in business intelligence or operational research, business or public administration, finance, accounting, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in business intelligence or operational research, administration, finance, accounting, human resources management or related field.

Assessment: Competency based interview.

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 <http://www.unsosmissions.org/>

jobs. Applications submitted after the deadline **15 December 2016** 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).