JOB POSTING DETAILS

Posting Title:	**Data Analysis Assistant, GL-5**
Job Code Title:	**DATA ANALYSIS ASSISTANT**
Opening Number:	**OSESGY-2023-TJO-002**
Department/Office:	**Office of the Special Envoy of the Secretary-General for Yemen**
Location:	**Amman, Jordan**
Type of Contract:	**Temporary Appointment**
Duration of Contract:	**Through 31 Dec 2023**
Posting period:	**1 – 14 March 2023**

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting

This position is located in the Office of the Chief of Staff of the Office of the Special Envoy of the Secretary-General for Yemen (OSESG-Yemen). The Data Analysis Assistant will be based in Amman, Jordan, and will report to the Chief of Staff.

Responsibilities

Under supervision/guidance of the Chief of Staff, the Data Analysis Assistant provides effective data analysis assistance to an essential function of the unit in an efficient and timely manner, and is responsible for performing the following duties:

• Assists with maintaining an inventory of organizational needs and requirements, and assists

with reports and communication for planning activities;

• Assists with process improvement mechanisms;

• Assists with data for internal communication purposes and planning;

• Assists in maintaining databases, with data collection efforts, create statistics;

• Assists with the identification and analysis of patterns in data using standard techniques;

• Assists with the preparation of data sets and responds to queries; and maintains/updates web pages;

• Performs other administrative duties as assigned.

Results Expected:
Under supervision/guidance of the Chief of Staff, the Data Analysis Assistant provides effective data analysis assistance to an essential function of the unit in an efficient and timely manner.

Competencies:

Professionalism: Uses analytical skills to assist in organizing, managing, and disseminating of information with attention to detail. Assists with analysis, modeling and interpretation of data in support of decision-making. Writes queries, assists with report drafting and assembles findings for presentations. 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. Demonstrates ability to plan their work. 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.

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.

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.

Qualifications:

Education: High school diploma or equivalent. Certified data management/analysis training is desirable.

Experience: Five years of experience in data analysis, information management, or related area. Two years of experience in administrative support is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations:

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.