

**ICT UNIT, MANAGEMENT ADVISORY AND COMPLIANCE SERVICE**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (Data Analyst / Solution Architect)  
**Section/Unit:** ICT Unit  
**Location:** UN-Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

The Information and Communication Technology unit (ICT) unit is responsible for provisioning ICT services that facilitates the delivery of UN-Habitat mandate. It is mandated to deliver enabling solutions, data platform, and digital products to accelerate the organization's work on sustainable urban development.

As a global agency with growing demand for data and insights to inform policy and management decisions, we are seeking a versatile data analyst to join the ICT team to help our organization operate at scale to keep up with this growth. The Data Analyst will assist in driving process improvement and generating valuable insights from our variety of rich datasets.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

1. Collaborate with product owners to understand functional requirements and interact with other cross-functional teams to provide solution architect expertise
2. Provide architectural strategies & solutions, assessments, and road maps
3. Build complex software models that extract data from multiple source systems before being transformed and populated into the data warehouse.
4. Deliver dashboards and reports using data visualization techniques.
5. Collaborate with Data Architects, ETL developers, Business Analysts, Report Developers, DBAs, and business stakeholders to deliver scalable, efficient, and fault tolerant solutions.
6. Architecting the organization cloud platforms to scale horizontally, be geographically distributed, highly available and handle unexpected system and data conditions
7. Analyze, prepare, and process data sets to be consumed for direct insights, statistical modeling or other analytical exploration for internal and external clients.
8. Consult on data and modelling impacts, guiding clients through interdependencies and analysis decision impacts. Execute project deliverables with other data analytics team stakeholders.
9. Assist in maintaining ETL pipelines and data quality processes that track our organization's KPIs and analytics
10. Manage organization's data and ensure it meets the standards for reliability, privacy and accuracy
11. Conduct end to end testing to audit our ETL pipelines and database in order to have optimized processes with accurate outputs
12. Provide quality assurance for our monthly, quarterly business reviews and data integrations

13. Evaluate data sets for analytical possibilities and pitfalls Transform data as appropriate for specific team functions or processes.
14. Conduct statistical testing and exploratory data analysis.
15. Create data visualizations leveraging design and data presentation guides. Pinpoint trends, correlations and patterns in complex data sets. Apply subject matter expertise to complex data analytic challenges.

## **TRAVEL**

The position doesn't require any travel as part of job description. However, the JPO may be request to attend seminars or training.

## **TRAINING AND LEARNING ELEMENTS**

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Service (HRMS) of the United Nations Office of Nairobi (UNON). The courses include language courses in all United Nations languages, computer training, management courses, etc.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

### **Education**

Advance degree in Computer Science, Computer Engineering, Electronics Engineering, Electronics and Communications Engineering, Information Technology, or related, plus 5 years of related experience.

### **Work Experience**

- At least two (2) years of working experience in data analytics and data solution architecture
- Data analysis, data manipulation and mapping, data transformation and interpretation, and modelling, including multiple regression techniques
- Competence in a wide range of database and web technologies, and interested in leading a small team of developers while also being hands-on.
- Experience in business process analysis, data architecture design, NLP and data visualization
- Ability to develop and present reports and presentation to stakeholders in a clear, concise, and easy to understand manner
- Level of understanding of SQL, MYSQL, PostgreSQL, Hadoop, and HBase, PowerBi, or any other data analysis and visualization tools
- Skills in promoting data driven decision making that corresponds with client's strategic goals

- Understanding of cloud offerings, cloud technologies, and experience with Azure and/or AWS
- Broadly knowledgeable about emerging and mainstream technologies and practices
- Familiarity with all the major Web technologies: HTML, CSS, JavaScript, XML, JSON
- Comfortable working on Linux systems: shell, ssh, etc. and experience with Docker and Kubernetes
- Knowledgeable about DevOps and SecDevOps practices

### Languages

English and French are the working languages of the United Nations Secretariat. English fluency is required to this post. Knowledge of another official United Nations language is an advantage.

### 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.
- **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.
- **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.
- **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 the 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.

## **SUPERVISION**

The post is located in the Information and Communication technology unit (ICT) within Management, Advisory and Compliance Services (MACS). The incumbent will be working together with the UNHABITAT ICT team under the overall supervision of the Head, EPIT.