UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB Profile

I. Post Information

Job Title: **Senior IT Associate (Power BI)- Temporary Appointment** Supervisor Title/ Level: **ICT Officer, P2 (Post # 93247)** Organizational Unit: **Business Innovation and Support (BIS)** Post Location: **Budapest, Hungary**	Job Level: **G-7** Job Profile No.: CCOG Code: ICT Functional Code: 2A05 Job Classification Level: **G-7**

II. Organizational Context and Purpose for the job

Job Organizational Context & Purpose of Job:

The position of Senior IT Associate at the GS-7 level in the Business Innovation and Support Section of the Global Shared Services Centre reports to the IT Officer P2 (Post # 93247). This is skilled work, which may include the provision of procedural leadership to more junior staff or serve as a focal point for a systems project.

Under the direct supervision of the IT Officer responsible for Data Operations and Analytics, the Senior IT Associate will be responsible for data analysis and reporting to drive efficiencies in GSSC and UNICEF. The incumbent will be responsible to evaluate, transform and prepare data, and to create reports based on specifications received from partner teams. Deliverables will include preparation of reports to assist the different Sections in GSSC in analysis and evaluation of all performance and business-related metrics.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Quality Control of GSSC Data Warehouse contents

- Create checks to confirm data interfaced or processed
- Monitor results of checks and investigate exceptions

2. Support training and improve the self-service capabilities of teams.

- Promote self-service reporting in the GSSC for data users and reporting needs Support in creating a platform where users can get the needed data and create their own reports.
- Assist/support training that includes the structural overview of the data warehouse, and use of MS Power BI.

3. Report Delivery

- Constructs data metrics, statistics, and analyses. Provide analysis through the data analysis. Conducts the layout of information/data, including the use of infographics. Formats reports and presentation materials into established templates and style guides.

4. Report Catalogue and Maintenance

- Configure and administer Microsoft Power BI dashboards, reports, and datasets.

IV. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

V. Skills

- Experience with ServiceNow and SAP reporting is an asset.
- Experience with Python and/or R is an asset.
- Ability to correctly and promptly identify problems and resolve issues.
- Takes responsibility to respond to service needs promptly and proactively.
- Demonstrates a high degree of integrity, reliability, and honors matter of confidentiality.
- Ability to handle work quickly and accurately under time constraints.
- Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds.
- Demonstrates a positive, proactive approach and works well within a collaborative environment.
- A self-starter, motivated and able to work independently, client focused and focused on achieving delivery collaboratively.
- Excellent critical and creative thinking skills to help solve business problems and make decisions.

VI. Recruitment Qualifications	
Education:	Completion of High School Diploma is required, supplemented with formal training at university level in Computer Science, Information Systems, Telecommunications, Engineering.
Experience:	A minimum of seven years of practical work experience in information technology, monitoring, data analysis and reporting with Secondary Education. Or Bachelor's degree in Computer Science, Information Systems, Telecommunications, Engineering, or any other relevant field of discipline require four years of related work experience. Or A Master's degree in Computer Science, Information Systems, Telecommunications, Engineering, or any other relevant field of discipline require two years of related work experience. Experience in providing assistance to users on reporting solutions and services and use of applications. Practical experience and working knowledge of various computer platforms and applications is required.

	Experience working with data tools such as SQL is an asset. Good understanding of the data analytics especially expertise in PowerBI and functional knowledge of T-SQL, DAX and M Query is desirable.
Language Requirements:	Fluency in English (verbal and written) is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.