|  |  |  |
| --- | --- | --- |
| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNICEF**  **United Nations Children’s Fund**  **Job Description for Temporary Assistance** |  |

|  |  |
| --- | --- |
| **I. Post Information** | |
| **Job Title:** Business Intelligence Analyst  **Supervisor Title/ Level:** Deputy Team Leader – P5  **Organizational Unit:** PMU, Yemen Country Office  **Post Location:** Amman, Jordan | **Job Level:** P3  **Job Profile No.:**  **CCOG Code:**  **Functional Code:**  **Job Classification Level:** (For non GJP) |

|  |
| --- |
| **II. Organizational Context and Purpose for the job** |
| UNICEF is a leading humanitarian and development agency working globally for children rights. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle. UNICEF strive to ensure that all children are born alive, stay safe and keep learning.  The Emergency Cash Transfer Project (ECTP) targets 1.5 million vulnerable beneficiary cases (over 9 million people) across all Yemen districts and governorates with unconditional cash transfers in response to the socio-economic crisis. The ECTP is being rolled out nationally by UNICEF as the executing agency, with funds and technical assistance from the World Bank through the International Development Association. UNICEF has established a Project Management Unit (PMU) with staff members operating in Yemen and Jordan, to oversee the implementation.  The ECTP requires the implementation of a Management Information System (MIS) solution that supports the necessary emergency payment delivery functionality and ensures the security of beneficiary data. The ECTP relies heavily on technology and uses agile methodology and open source, i.e., cloud IaaS, Linux (CentOS), Postgres, JEE, Kibana and TeamGantt. The poor ICT infrastructure in Yemen and especially the challenges in terms of connectivity, required the use of a distributed solution based on Linux CentOS severs running minimal-MIS that replicate the deltas to the cloud based IaaS main-MIS.  **Purpose for the job:** The purpose of this engagement is the transfer of the ECTP MIS solutions from a third party as well as the maintenance, upgrade and full operation of the solution. |

|  |
| --- |
| **III. Key functions, accountabilities and related duties or tasks** |
| Summary of the key functions, accountabilities and related duties or tasks include:   1. **Assist with the transfer of MIS ownership from a third party:** MIS fully transferred to PMU; 2. **Complement and update all documentation:** Meet software development best practices quality standards; 3. **Handle BI requirements:** Meet the project and perform data analytics; 4. **Any other related tasks.** |
| 1. **Assistance with the transfer of MIS ownership from a third party:**    1. Hosting, other services or licenses accounts and access rights;    2. Databases and databases dictionaries;    3. Source code;    4. Technical documentation. |
| 1. **Complement and update the technical documentation to meet quality standards:**    1. Ensure all transferred items are complete with related documentation    2. Complement and enhance database, code and technical documentation to meet quality standards. |
| 1. **Handle BI requirements:**    1. Ensure that the design and operation of the BI solutions are appropriate to meet the information and decision support requirements;    2. Maintain the existing database and BI systems;    3. Provide analytical support leadership in development and continuous refinement of business intelligence;    4. Build reliable, user-friendly data visualization, dashboards and reports to monitor key metrics and proactively provide insights and/or solutions based on observed trends;    5. Collaborate with other team members to frame business questions, determine analytic approaches, and turn data into insight and insight into actionable decisions;    6. Work with the MIS team to ensure data accessibility, coverage, and quality;    7. Provide expertise in data analysis to PMU team members;    8. Provide ad hoc data analysis for internal and external users;    9. Analyze data to identify business problems and provide solutions. |
| 1. **Any other related tasks:**    1. Perform any related tasks requested by the direct supervisor or senior management. |

|  |
| --- |
| **IV. Impact of Results** |
| ICT underpins UNICEF entire operations, ICT is the backbone for the delivery of results. This role enable the provision and operations of Emergency Cash Transfers in Yemen in timely, secure and safe manner and in turn enable UNICEF to meet the goals as stated in the Country Programme Document, work plans and project charter.  Any failures will affect the office daily operations and likely, the counterparts and implementing partners. Failures may as well, affect UNICEF ICT environment globally and possibly have legal or financial repercussions and potentially affect UNICEF brand and reputation. |

|  |  |
| --- | --- |
| **V. Competencies and proficiency (level) requirement:**  (based on UNICEF [Competency Framework](https://intranet.unicef.org/dhr/dhrsite.nsf/96054cb61a0f902885256fd9004dda04/e2683bc695cee3ce85257a63006b380d?OpenDocument), listed in alphabetical order) | |
| **Core Values:**   * Commitment * Diversity and inclusion * Integrity   **Core competencies:**   * Communication (2) * Drive for results (2) * Working with people (2) | **Functional Competencies**:   * Analyzing (2); * Applying Technical Expertise (3); * Formulating Strategies and Concepts (2); * Leading and Supervising (1); * Planning and Organizing (2) |

|  |  |
| --- | --- |
| **VI. Qualifications** | |
| **Education:** | Advanced university degree in computer science, software engineering, information technology related areas. Professional BI or software development certification is an asset. *Note that first degree and relevant experience of more than 8 years will also be considered in lieu of advanced degree.* |
| **Experience:** | Minimum five years of relevant professional experience in Software Development as BIA with experience in CentOS Linux, Postgres, Java Enterprise Edition, RESTful Web Services, and Business Intelligence tools, preferably Kibana in large national or international entities.  Ability to work with a team as well as independently in a multi-cultural and gender-sensitive environment. |
| **Languages:** | Fluency in English is required. Knowledge of another official UN language is an asset. |

|  |  |  |
| --- | --- | --- |
| **VII. Certification** | | |
| **Supervisor**  Name: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| **Head of Office**  Name: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |