Data Management Assistant

Description

Diversity, Equity and Inclusion are core principles at UNDP: we value diversity as an expression of the multiplicity of nations and cultures where we operate, we foster inclusion as a way of ensuring all personnel are empowered to contribute to our mission, and we ensure equity and fairness in all our actions. Taking a 'leave no one behind' approach to our diversity efforts means increasing representation of underserved populations. People who identify as belonging to marginalized or excluded populations are strongly encouraged to apply. Learn more about working at UNDP including our values and **inspiring stories.**.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

While Kosovo is systematically advancing in digital transformation, there is a constant need for broad support from the development community as well as other actors to advance quickly in this direction. The UNDP in Kosovo has continuously supported the digital transformation of society through activities in the Digital Transformation portfolio of options. UNDP's focus in Digital Transformation is on digital enablers, economy, society, and trust. For the efficient design of interventions, sufficient data is needed for decision-making. UNDP in Kosovo has conducted detailed research on household digitization, but there are informational gaps in specific sectors such as agriculture, economy, education, and trade.

Data Team provides active support to the implementation of UNDP Kosovo Digital Transformation portfolio and mainstreaming digital elements across wider portfolio of projects.

Scope of Work

Under the direct supervision of the ICT Associate and in close cooperation with the Digital Portfolio programme team, the Data Management Assistant will execute duties and responsibilities outlined below:

Data Collection and Storage:

- Support to overseeing the collection of data from various sources, ensuring it is accurate and timely.
- Assist in implementing and managing secure data storage solutions that maintain data integrity and accessibility.

Data Cleaning and Preparation:

- Perform routine data cleaning to remove inaccuracies and prepare data for analysis.
- Standardize data formatting and categorization to ensure consistency across all data sources.

Hiring organization
Candidate-1st

Employment Type
Full-time

Beginning of employment
asap

Job Location
Pristina, Kosovo (as per UNSCR 1244)

Working Hours
40

Base Salary
euro USD 40K - 74K *

Date posted
May 19, 2024

Data Visualization:

- Support creation of intuitive and compelling visual representations of data through charts, graphs, and dashboards.
- Utilize Power BI visualization tools to make data accessible and understandable for stakeholders.

Data Reporting:

- Prepare regular reports that summarize findings and analysis tailored to the needs of different audiences within the project.

Database Management:

- Support the management and optimization of databases to improve performance, capacity, and scalability.
- Ensure that databases are up to date and operate efficiently, with minimal downtime.

Data Security and Compliance:

- Assist the implementation and monitoring of the data security measures to protect data against unauthorized access and breaches.
- Ensure compliance with data protection regulations and standards applicable to the project and industry.

Collaboration and Support:

- Collaborate with other team members, such as developers, project managers, and UX/UI designers, to integrate data solutions into the broader project infrastructure.
- Provide technical support and training to team members on data-related issues.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

Institutional Arrangement:

The Data management Assistant works under the general supervision of the ICT Associate.

Core

- Achieve Results: LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
- Think Innovatively: LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
- Learn Continuously: LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
- Adapt with Agility: LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
- Act with Determination: LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
- Engage and Partner: LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
- Enable Diversity and Inclusion: LEVEL 1: Appreciate/respect differences,

aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies

Business Management Working with Evidence and Data
• Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions, and supporting decision-making

Business Management Digital Awareness and Literacy
• Ability and inclination to rapidly adopt new technologies, either through skillfully grasping their usage or through understanding their impact and empowering others to use them as needed

Business Management Customer Satisfaction/Client Management
• Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs. Provide inputs to the development of customer service strategy. Look for ways to add value beyond clients' immediate requests. Ability to anticipate client's upcoming needs and concerns.

Business Management Communication
• Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience. Ability to manage communications internally and externally, through media, social media, and other appropriate channels.

Business Management Monitoring
• Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results.

Communications Digital Asset Management
• Ability to use digital asset management (DAM) systems to effectively store, share and organize digital assets such as images, videos and other media

Minimum Education requirements
• Secondary education is required. OR
•   A university degree in Computer Science, Information Technology, Data Sciences or related field will be given due consideration, but it is not a requirement.

Minimum years of relevant work experience
•   Minimum of 5 years (with Secondary education) or 2 years (with bachelor's degree) of relevant experience in Computer Science, Information Technology, Communication Sciences or related field.

Required skills
• Experience in the use of productivity tools and web-based management systems.
•   Proficiency in data management techniques and proven ability the to work with large data sets.
Proficiency to create clear and impactful visual representations of data using Power BI, or similar data visualization software

Desired skills
•   Experience with advanced statistical methods, machine learning, or predictive modeling to provide deeper insights and forecasts is an asset.
•   Familiarity/experience with big data technologies such as Hadoop, Spark, or Kafka is an asset.

•   Knowledge of cloud services such as Azure, AWS, or Google Cloud, particularly those related to data storage and computation, can be advantageous for scalable data solutions.

Required Language(s)
•   Fluency in English and Albanian or Serbian is required

Disclaimer

Applicant information about UNDP rosters

Note: UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

Non-discrimination

UNDP has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

UNDP is an equal opportunity and inclusive employer that does not discriminate based on race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

Scam warning

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

How the process will look like

Your teammates will gather all requirements within our organization. Then, once priority has been discussed, you will decide as a team on the best solutions and architecture to meet these needs. In continuous increments and continuous communication between the team and stakeholders, you're part of making data play an even more important (and understood) part withing Brand New Day.

Job Benefits

USD 40K – 74K *