



## TERMS OF REFERENCE

### **Junior Professional Officer (JPO) Associate Business Intelligence Analyst P2**

#### **Organizational Unit:**

CSG/Monitoring, Evaluation, Risk and Planning (MERP) Office

#### **Duty Station:**

Geneva, Switzerland

#### **Responsibilities and Supervision:**

Under the overall supervision of the Chief of MERP Office and the direct supervision of the Risk and Quality Management Officer, the incumbent will perform the following duties.

#### **Position Specific Responsibilities:**

- (a) Contribute to business analysis efforts to support risk management, processes performance monitoring and business continuity activities;
- (b) Apply business intelligence and data analysis methods to support monitoring and reporting, including the development of performance and decision-support dashboards for the Executive Management and the Board of Directors;
- (c) Contribute to the development of tools to monitor risks, processes and identify opportunities for data automation;
- (d) Ensure data quality assurance and the production of periodic reports, presentations, story maps, infographics and visualizations;
- (e) Assist and engage in the organization of workshops, meetings and interactive sessions with stakeholders to discuss risks, continuous improvement opportunities and business continuity practices;
- (f) Research good practice in risk, quality management and business continuity from other UN and international organizations;
- (g) Perform other duties as required.

#### **Qualifications:**

**Education:** A master's degree from a recognized university or technical institute in business administration, data analysis, engineering or another relevant field of study.

**Experience:** A minimum of 2 years of professional experience in one or more of the following areas: risk management, business process management, business intelligence and data automation. Ability to produce dashboards and reports is required. Knowledge of advanced data analysis and automation is an advantage. High sense of integrity, responsibility, and maturity of judgment; good level of initiative and creativity; demonstrated ability to plan, organize and manage multiple workloads; and ability to prepare reports clearly and succinctly.

Language: Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.  
(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

### **Learning Elements:**

On completion of the assignment, the JPO will have:

- Excellent knowledge on applicability of business intelligence and data automation to risk management, business process monitoring and business continuity;
- Deep understanding of the above-mentioned functions;
- Develop the ability to prepare reports for various audiences, including the Executive Management;
- Develop and maintain relations with various stakeholders and develop networks within the UN system.