Annexe A

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Data Engineer - P4 OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Digital Solutions Unit.

The focus of the function is effective data management. This includes building, managing and optimizing data architectures and services to support the production of analytics, in compliance with data governance, protection, privacy and security requirements. Data Engineers closely support the work of data analysts and data scientists.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Data Engineer will be responsible for the optimization and expansion of data pipeline architectures and oversee the improvement of these architectures in support of OHCHR, field and IAH requirements. The Data Engineer will ensure compliances with data governance, protection and security needs. This includes:

* Identify key data extraction, transformation, and loading needs and allocate resources to ensure all tasks are completed in timely manner.
* Collaborate with stakeholders including the Senior Executive Team, Data, Analytics and Statistics teams to develop implementation roadmaps to address data-related technical problems and meet their data infrastructure needs.
* Develop roadmaps for the development and implementation of tools to assist analytics and data scientist team members in building and optimizing products.
* Support data scientists and data analysts in understanding data features and testing use-cases of data features in analytical environments.
* Collaborate with key organization stakeholders to ensure compliance with data governance, protection, privacy, and security requirements across systems and architectures.
* Manage the implementation of changes to data systems to ensure compliance with data governance, protection, privacy, and security requirements.
* Automate manual processes, optimizing data delivery, re-designing architecture for greater scalability.
* Integrate pipelines for predictive analytics, big data and machine learning models.
* Work on projects enabling systematic data sharing and interoperability, such as implementing REST APIs and web services stemming from the IAH data catalogue
* Support the IAH data catalogue and its governance using Azure Purview; strengthen metadata, business glossary and data lineage management in the data platform.
* Maintain and document cloud network security components, including configuration of private endpoints and VNets/Subnets in compliance with UN enterprise architecture guardrails; liaise with relevant UN OICT focal points for joint administration processes.
* Perform other duties as requested by the IAH, including integrated analysis and situational monitoring.

**Competencies:**

* **Professionalism:** Knowledge of data analysis life cycle from ingest and wrangling to analysis and visualization to present findings. Knowledge of best practices and IT operations in an always-up, always-available service. Knowledge of Agile Software Development methodologies. Strong analytic skills related to working with unstructured datasets. Ability in managing and communicating data warehouse plans to internal clients. Excellent problem solving and troubleshooting skills. Working knowledge of message queuing, stream processing, and highly scalable ‘big data’ data stores. Ability to oversee and quality-check work completed by other team members. Process oriented with great documentation skills. Ability to convey complex / difficult data science topics to clients in a relatable manner. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
* **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 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in computer science, statistics, applied mathematics, data management, information systems, information science or a related quantitative field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:** A minimum of seven years of progressively responsible experience in data management, integration, modeling, optimization and other relevant areas is required.

Experience supporting cross-functional teams and collaborating with stakeholders in support of analytics initiatives is required.

Experience in programming languages such as Python or R is required.

Experience with database programming languages (SQL, PostgreSQL, NoSQL, etc.) is required.

Experience in designing data integration and pipeline architectures which must include ingesting data through different methods such as message queues, database connections, flat files, REST, or specific API’s, is required.

Experience in DevOps tool chains consisting of tools like Git, Jenkins or Bamboo – or equivalent tools – and experience with the deployment of data pipelines is required.

Experience with database design and management is desirable.

Experience with Agile Software Development methodologies is desirable.

Experience with cloud environments and in delivering big data use cases, is desirable.

Experience in Artificial Intelligence, particularly Machine Learning techniques for data mining and extraction of large amounts of data is desirable. In this context, familiarity with concepts of bias and fairness (i.e., how to identify, assess, and minimize harmful biases, discrimination, and unfair outcomes in algorithmic systems and data) is particularly desirable.

Experience in delivering big data use cases is desirable, including projects using technology such as Apache Spark, Hadoop or others is desirable.

Experience working with self-service analytics applications like Microsoft PowerBI, Tableau, Qlik and others for data discovery is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Data Engineer – P3, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Digital Solutions Unit.

The focus of the function is effective data management. This includes building, managing and optimizing data architectures and services to support the production of analytics, in compliance with data governance, protection, privacy and security requirements. Data Engineers closely support the work of data analysts and data scientists.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, and Supporting Data Analysts and Scientists, the Data Engineer will be responsible for the expansion and optimization of data pipeline architecture and improving the data flow in support of OHCHR, field and IAH requirements. This includes:

* Manage individual projects regarding the optimal extraction, transformation, and loading of data from a wide variety of sources into data pipelines, as well as the creation and maintenance of data catalogues.
* Design and develop solutions for data-related technical problems and data infrastructure needs surfaced by Executive, Analytics and Design teams.
* Manage the identification, design, and implementation of internal process improvements: automating manual processes, optimizing data delivery, re-designing architecture for greater scalability.
* Deploy resources to extract data features from complex datasets for data scientists and data analysts.
* Manage the implementation of changes to data systems to ensure compliance with data governance, protection, privacy, and security requirements.
* Support enhancing long-term and short-term composite risk models used in the UN Secretariat’s prevention mechanism by implementing dynamic and scalable quantitative modelling approaches and workflows.
* Support the implementation of the EU JRC COIN methodology and risk modelling framework.
* Support methodologies for sourcing and mapping UN and external data to the Regional Monthly Review risk framework – improve the representation and weighting of indicators to ensure analytical outputs are cross-pillar, unbiased, and representative.
* Support applications of data science techniques in trend discovery, persistent monitoring, early warning, and situational awareness. This includes helping IAH develop methodologies to systematically identify, analyze, and interpret trends, patterns and anomalies across structured and unstructured sources of data, including using big data sources such as DataMinr, ACLED, and GDELT.
* Help design and develop high-quality custom data visualization and presentation products to reveal the findings of analyses to clients; suitable for all forms of production, including briefings, reports, documentations to oversight bodies, as well as interactive user interfaces.
* Develop guidance for political analysts on unstructured and structured data analytical techniques – document and communicate practical guidance on applied methods in data analytics such as decomposition, trend, seasonality, correlation, aggregation, change, uncertainty etc.
* Perform other duties as requested by the IAH, including integrated analysis and situational monitoring.

**Competencies:**

* **Professionalism:** Knowledge of data analysis life cycle from ingest and wrangling to analysis and visualization to present findings. Knowledge of best practices and IT operations in an always-up, always-available service. Knowledge of Agile Software Development methodologies. Knowledge of advanced information security measures, including data protection, following international standards. Strong analytic skills related to working with unstructured datasets. Ability in managing and communicating data warehouse plans to internal clients. Excellent problem solving and troubleshooting skills. Working knowledge of message queuing, stream processing, and highly scalable ‘big data’ data stores. Process oriented with great documentation skills. Ability to convey complex / difficult data science topics to clients in a relatable manner. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

1. **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.
2. **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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in computer science, statistics, applied mathematics, data management, information systems, information science or a related quantitative field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in data management, integration, modeling, optimization and other relevant areas is required.

Experience supporting cross-functional teams and collaborating with stakeholders in support of analytics initiatives is required.

Experience in programming languages such as Python or R is required.

Experience with database programming languages (SQL, PostgreSQL, NoSQL, etc.) is required.

Experience in designing data integration and pipeline architectures which must include ingesting data through different methods such as message queues, database connections, flat files, REST, or specific API’s, is required.

Experience in DevOps tool chains consisting of tools like Git, Jenkins or Bamboo – or equivalent tools – and experience with the deployment of data pipelines is required.

Experience with database design and management is desirable.

Experience with Agile Software Development methodologies is desirable.

Experience with cloud environments and in delivering big data use cases is desirable.

Experience in Artificial Intelligence, particularly Machine Learning techniques for data mining and extraction of large amounts of data is desirable.

In this context, familiarity with concepts of bias and fairness (i.e., how to identify, assess, and minimize harmful biases, discrimination, and unfair outcomes in algorithmic systems and data) is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Data Specialist – P3, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Global Analytics Unit.

The focus is to generate and communicate data-driven analyses in support of decision-making processes, support strategy development, and manage strategy execution.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Data Specialist will be responsible for the following duties:

* Translates organizational needs into analytics and reporting requirements to support decisions, strategies and workflows with data and information.
* Identifies, analyzes, and interprets trends or patterns, using machine learning techniques, statistical methods to identify relevant features and variables in structured and unstructured sources of information and data.
* Oversees and allocates resources to the building of analysis, reporting and quality control capabilities.
* Conducts full data analytics lifecycle analysis, including data requirements, activities and design.
* Ensures technically sound execution of data analytics projects.
* Strengthens the data protection policies and procedures of OHCHR operations in the field and at headquarters, in accordance with the United Nations data protection guidelines.
* Takes a lead role in identifying and coordinating responses to organizational data privacy needs, relevant risks, and formulating the necessary capabilities.
* Catalogues all OHCHR data sources and implement data protection policies in accordance with the sensitivity of the data.
* Collaborates with colleagues across departments to identify data analytics needs and support data-driven projects.
* Translates immediate requirements into prototype solutions and oversees their subsequent full implementation.
* Keeps track of trends and developments in data analytics best practices, tools, etc.

**Competencies:**

* **Professionalism:** Excellent analytical skills with the ability to collect, organize, manage, and disseminate significant amounts of information with attention to detail and accuracy. The ability to analyze, model and interpret data in support of decision-making. Adept at queries, report writing and presenting findings. The ability to oversee and quality-check work completed by other team members. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
* **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 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in computer science, data science, analytics, statistics, information management, public administration, management or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in applied analytics, business intelligence, information management, statistics, project management, stakeholder management or related area is required.

Experience in using data to advance decisions, strategies and execution is required.

Experience with self-service analytics and data visualization applications (MS PowerBI, Qlik, Tableau or similar), or business intelligence tools (SAP Business Objects, etc.) is required.

Experience in managing version control tools such as Git is highly desirable.

Experience with database or programming languages (SQL, Python, R) is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Data Analyst – P3, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Global Analytics Unit.

The focus is to generate and communicate data-driven analyses in support of decision-making processes, support strategy development, and manage strategy execution.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Data Analyst turns data into information, information into insight and insight into business decisions for OHCHR, its field operations and IAH. Through a range of data-driven products, the Data Analyst helps colleagues identify and communicate facts, trends, and patterns to support evidence-based decision-making. This includes:

* Locate and define new data analysis process improvement opportunities.
* Identify appropriate data sources for analytics projects.
* Collaborate with data engineers and data scientists to improve data flows, data quality, etc.
* Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
* Identify, analyze, and interpret trends or patterns, using basic machine learning techniques, statistical methods to identify relevant features and variables in structured and unstructuredsources of information and data.
* Develop and implement various analysis, reporting and quality control capabilities.
* Contribute and provide support to data analysis projects and process improvement initiatives.
* Identify appropriate data sources for analytics projects, including statistical outputs.
* Collaborate with different stakeholders, including human rights experts, statisticians, data engineers and data scientists to improve data flows, data quality, etc.
* Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
* Identify, analyse, and interpret trends or patterns, using basic machine learning techniques, statistical methods to identify relevant features and variables in structured and unstructured sources of information and data.
* Develop and implement various analysis, reporting and quality control capabilities.
* Develop technical guidance, including metadata for statistical indicators, and communication materials to support the development and use of data and statistics for human rights.
* Provide technical assistance, training and other capacity-building support to stakeholders, including national statistical offices, national human rights institutions, civil society organizations and UN staff.
* Perform other duties, as required.

**Competencies:**

* **Professionalism**: Excellent analytical skills with the ability to collect, organize, manage, and disseminate significant amounts of information, including statistics, with attention to detail and accuracy. The ability to analyse, model and interpret data in support of decision-making, and convey information clearly and concisely. Adept at queries, report writing and presenting findings. Ability to quality-check work completed by other team members. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
* **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 audience; demonstrates openness in sharing information and keeping people informed.
* **Planning & 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in computer science, data science, analytics, statistics, information management, public administration, management or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in applied analytics, business intelligence, information management, statistics, project management, stakeholder management or related area is required.

Experience in using data to inform decisions, strategies and execution is required.

Experience with self-service analytics and data visualization applications (MS PowerBI, Qlik, Tableau or similar), or business intelligence tools (SAP Business Objects, etc.) is required.

Experience in managing version control tools such as Git is highly desirable.

Experience with database or programming languages (SQL, Python, R) is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Data Scientist – P4, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Data Solutions Unit.

The focus of these jobs is to use internal and external data for evidence-based decision support by looking at historical trends, current data and predictions.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Data Scientist integrates the data science solutions to the planning and decision making of OHCHR, creates packages that help communicate the insight and value of the data products, and designs, develops and validates the effectiveness of data science products for the organization. These include:

* Work with stakeholders throughout the organization to identify opportunities for leveraging data to drive business solutions.
* Mine and analyze data from organization databases to drive optimization and improvement of programme development, advocacy and business strategies.
* Assess the effectiveness and accuracy of new data sources and data gathering techniques.
* Develop custom data models and algorithms to apply to data sets.
* Use predictive modeling to increase and optimize entity experiences, benefit realization and other business outcomes.
* Design, document and deploy data process improvements: automating manual processes, optimizing data pipeline delivery, re-designing tools and the data value chain using cloud data architecture for greater scalability.
* Maintain, configure and further develop IAH’s Azure data platform. Manage cloud tools and services such as Azure AI studio, Fabric, Azure Functions, Azure Purview and Virtual Machines, among others.
* Design and develop GIS architecture and tools supporting mapping and analysis workflows - including GIS clients, web servers, databases, image servers, virtual machines and web applications.
* Work on projects enabling systematic data sharing and interoperability, such as implementing.
* Support the IAH data catalogue and its governance using Azure Purview; strengthen metadata, business glossary and data lineage management in the data platform;
* Maintain and document cloud compliance architecture diagrams, ensuring alignment with UN guardrails and appropriate clearances with the UN Enterprise Architecture Task Force.
* Develop organization A/B testing framework and test model quality.
* Coordinate with different functional teams to implement models and monitor outcomes
* Develop processes and tools to monitor and analyze model performance and data accuracy.
* Perform other duties as requested by the IAH, including on strengthening engineering, tools and systems related to integrated analysis and situation awareness.

**Competencies:**

* **Professionalism:** Knowledge of the data analysis life cycle from ingest and wrangling to analysis and visualization to present findings. Excellent knowledge of statistical and computational methods, such as clustering, classification, correlation, dimension reduction, forecasting, machine learning, detecting outliers, and regression. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
* **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.
* **Planning& 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in data science, computer science or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience**: A minimum of seven years of progressively responsible experience in data science, data analytics, applied mathematics, information management or related area.

Experience of data Science tools such as Jupyter, Matlab, Fabric, or similar Statistical Programming Languages such as R, Python, Javascript or related is desirable.

Experience managing or working on human rights or open-source intelligence is desirable.

Experience in business intelligence and analytics software (e.g. Power Query, Power BI, Activity Info and Microsoft Flows) is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Data Scientist - P3, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Data Solutions Unit.

The focus of these jobs is to use internal and external data for evidence-based decision support by looking at historical trends, current data and predictions.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Data Scientist integrates the data science solutions to the planning and decision making of OHCHR, creates packages that help communicate the insight and value of the data products, and designs, develops and validates the effectiveness of data science products for the organization. These include:

* Work with stakeholders throughout the organization to identify opportunities for leveraging data to drive business solutions.
* Mine and analyze data from organization databases to drive optimization and improvement of programme development, advocacy and business strategies.
* Assess the effectiveness and accuracy of new data sources and data gathering techniques.
* Develop custom data models and algorithms to apply to data sets.
* Use predictive modeling to increase and optimize entity experiences, benefit realization and other business outcomes.
* Design, document and deploy data process improvements: automating manual processes, optimizing data pipeline delivery, re-designing tools and the data value chain using cloud data architecture for greater scalability.
* Maintain, configure and further develop IAH’s Azure data platform. Manage cloud tools and services such as Azure AI studio, Fabric, Azure Functions, Azure Purview and Virtual Machines, among others.
* Design and develop GIS architecture and tools supporting mapping and analysis workflows - including GIS clients, web servers, databases, image servers, virtual machines and web applications.
* Work on projects enabling systematic data sharing and interoperability, such as implementing.
* Support the IAH data catalogue and its governance using Azure Purview; strengthen metadata, business glossary and data lineage management in the data platform;
* Maintain and document cloud compliance architecture diagrams, ensuring alignment with UN guardrails and appropriate clearances with the UN Enterprise Architecture Task Force.
* Develop organization A/B testing framework and test model quality.
* Coordinate with different functional teams to implement models and monitor outcomes
* Develop processes and tools to monitor and analyze model performance and data accuracy.
* Perform other duties as requested by the IAH, including on strengthening engineering, tools and systems related to integrated analysis and situation awareness.

**Competencies:**

* **Professionalism:** Knowledge of the data analysis life cycle from ingest and wrangling to analysis and visualization to present findings. Excellent knowledge of statistical and computational methods, such as clustering, classification, correlation, dimension reduction, forecasting, machine learning, detecting outliers, and regression. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
* **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.
* **Planning& 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in data science, computer science or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience**: A minimum of five years of progressively responsible experience in data science, data analytics, applied mathematics, information management or related area.

Experience of data Science tools such as Jupyter, Matlab, Fabric, or similar Statistical Programming Languages such as R, Python, Javascript or related is desirable.

Experience managing or working on human rights or open-source intelligence is desirable.

Experience in business intelligence and analytics software (e.g. Power Query, Power BI, Activity Info and Microsoft Flows) is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Information Management Officer – P3, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Privacy and Data Protection Officer in the Office of the Chief of the IAH.

The focus of these jobs is to use internal and external data for evidence-based decision support by looking at historical trends, current data and predictions.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Information Management Officer will be responsible for the following duties:

* Contributes to the formulation of overall policies, procedures, objectives and guidelines affecting the development and maintenance of the Organization’s non-current records and archives and delivery of reference services, archival description and systems management.
* Conducts policy-oriented research and drafting on the applicability of information technology to records and archives using data from internal and external sources to: develop Section policies, guidelines and procedures in keeping with technological developments, e.g., strategy for long-term preservation and retrievability of electronic records.
* Assesses and makes recommendations relating to the use of information systems from the recordkeeping perspective. Provides reliable, up-to-date research and specifications for information management technology and innovations applications relevant to records management and archives.
* Provides advisory services Organization-wide on recordkeeping practices based on needs, business process, workflow, technical architecture and information resources analysis; makes recommendations relating to recordkeeping practices, improvement and implementation strategies, resource requirements, file plans, retention schedules and procedures for transferring records to the section; organizes and maintains UN records; preserves and disposes, identifies and protects vital records; and informs management policies and procedures, with an emphasis on technological applications.
* Monitors the progress of projects in client offices, ensures compliance with Section standards and guidelines and provides assistance in identifying consultants as required and associated project Terms of Reference.
* Evaluates and pilots emerging technologies (including software applications and associated hardware, e.g., document/correspondence management products, imaging and digitisation systems and optical disk storage media) to develop strategies for integrating records created in diverse systems into an electronic recordkeeping system; to plan and develop migration strategies for archival preservation of electronic records and to develop and maintain expertise necessary to advise Secretariat offices in the management of electronic records.
* Evaluates applications and cost-effectiveness of services in relation to technology options and prepares data and recommendations for decision-making.
* Ensures the preservation of information assets with continuing value by appraising records according to their administrative, legal, financial and/or historical value, develops and implements appropriate retention schedules with records-originating offices, monitors compliance with the requirement to transfer inactive records to Headquarters, and, where applicable, identifies non-core records for transfer to commercial storage and manages commercial storage contracts.
* Ensures access to records with continuing value by managing the application of international cataloguing and indexing standards for intellectual control and retrieval; advises internal and external users regarding the use of the Section’s holdings; and assures the delivery of records and/or copies.
* Develops and implements policies and guidelines relating to the preservation of and access to digital archives by establishing metadata requirements; retains schedules for incorporation into electronic recordkeeping systems; transfers, maintains security protocols; and selects standards for digitisation of finding aids and records and their electronic dissemination.
* Manages information security by enforcing security-classification restrictions; facilitates declassification reviews by liaising with records-originating offices; and ensures the physical security and safety of the Organization’s records.
* Carries out managerial responsibilities at the unit level relating to compliance with administrative requirements, programme planning, policy and procedure recommendations, budgeting, human resources and facilities management.
* Develops client outreach strategy and programme and coordinates its implementation.
* Represents the Section, as required, in departmental offices and at working groups, task forces and other fora, advocating recordkeeping and/or archives perspectives and standards.
* Participates in the planning and organizing of training for Headquarters and mission staff and users with respect to utilization of reference services.
* Evaluates the performance of vendors and certifies invoices, as necessary.
* Guides, trains and supervises professional and general service staff in the various records information management functions.
* Collects and analyzes data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.
* Performs other duties as assigned.

**Competencies:**

* **Professionalism:** Knowledge of information management, archival, record keeping and record disposition. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Able to analyze and interpret data in support of decision-making and convey resulting information to management.
* **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 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in archival, information science, information systems, social science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is an advantage.

**Experience**:A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required.

2 years or more of experience in data analytics or related area is desirable.

Experience managing or working on human rights issues is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

|  |
| --- |
| United A black and white logo with a circle and a map  Description automatically generated Nations |

**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**GENERIC JOB PROFILE**

**Gratis personnel**

**Information Management Officer – P3, OHCHR IAH**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Innovation & Analytics Hub (IAH), in Geneva, Switzerland. The IAH is responsible for leading office-wide digital transformation strategy and supporting OHCHR in Data & Analytics, Human Rights Statistics, Foresight enabled Early Warning & Prevention and Applied Innovative Technology. Under the overall coordination of the Chief of IAH, the incumbent will report to the Coordinator of the Early Warning Analytics Unit.

**Duration:** One year with the possibility of extension.

**Responsibilities**

Within delegated authority, the Information Management Officer will be responsible for the following duties

* Establishes and maintains an information management network as evidence base for human rights early warning analysis and strategic foresight.
* Advocates for the use of data standards and common platforms, and for the open exchange of information.
* Manages content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards;
* Facilitates the creation and data sharing related to human rights early warning and strategic foresight.
* Designs, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value relevant human rights data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.
* Supports assessment and needs analysis activities, open-source data reviews, preliminary scenario building
* Provides advice on assessment design to ensure data quality in line with office methodology.
* Designs and implements sampling procedures to ensure adequate and representative data collection for analysis; develop and apply effective data cleaning techniques to ensure accuracy and completeness of data.
* Performs statistical analysis and interpret data to support decision-making
* Provides regular reports and insights to stakeholders
* Trains and guides stakeholders’ and partners on data collection tools and the use of data management tools and software catering to human rights analysis
* Manage platforms and tools that support data collection and analysis building the evidence base for human rights analysis and identification of strategic foresight global trends.
* Identifies appropriate geospatial data sources (including open data and big data) for analytics projects.
* Develops and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance
* Produces and updates high-quality map products and online services
* Maintain a repository of spatial data and ensure that the data are documented and accessible to all human rights partners through local and/or online services.
* Collaborates with data engineers and data scientists and human rights officers to improve data flows, data quality for human rights risk analysis, early warning and foresight, etc.
* Produces and updates information products, charts and infographics by turning data into visual products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.
* Performs other related duties, as required.

**Competencies**

* + **Professionalism**: Knowledge and understanding of human rights taxonomies, strategic foresight analytics, thorough understanding of search strategies and technologies (both text and non- text), data and metadata, and technology assisted review. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to develop sources for data collection. Scripting skills (e.g., Python, JavaScript, Ruby, SQL, or comparable) for data processing and automation. Familiarity with Agile project management methodologies and their practical application to investigation scenarios. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
  + **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 audience; demonstrates openness in sharing information and keeping people informed.
  + **Planning & 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.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in information management, information systems, social science or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience**: A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required.

Two years or more of experience in data analytics or related area is desirable.

Experience in information management, information systems, web management, data management, geographic information systems & mapping, data visualization, strategic foresight or other related area is desired.

Experience in information management support for early warning or human rights analytics is desirable.

Experience in supporting strategic foresight and forecasting is desirable.

Previous work experience with the UN is desirable.

Previous work experience in a field location is desirable.

Experience managing or working on human rights issues is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Annexe B

1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSTRUCTIONS**  Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. **Read** carefully and follow all directions. | | | | | | | | **UNITED þÿ** **NATIONS**  **PERSONAL HISTORY** | | | | | | | | | | | | | | | Do not Write in This Space | | | | |
| 1. Family name | | | | First name | | | | | | | | | | Middle name | | | | | Maiden name, if any | | | | | | | | |
| 2. Date of (day/month/yr)  Birth | | 3. Place of birth | | | | | | | | 4. Nationality(ies) at birth | | | | | | 5. Present Nationality(ies) | | | | | | 6. Sex | | | | | |
| 7. Height | 8. Weight | | 9. Marital Status: | | | | | | | | | | | | | | | | | | | | | | | | |
| Single | |  | Married | | | | |  | Separated | | |  | Widow(er) | | | |  | Divorced | | | | |  |  |
| 1. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.    1. Are there any limitations on your ability to perform in your prospective field of work? YES NO    2. Are there any limitations on your ability to engage in all travel? YES NO | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Permanent address  Telephone No. ( ) | | | | | | | 12. Present address  Telephone/Fax No. ( ) | | | | | | | | | | | 13. Office Telephone No.  ( ) | | | | | | | | | |
| 14. Office Fax No.  ( )  **E-mail:** | | | | | | | | | |
| 15. Do you have any dependent children? YES NO If the answer is “yes”, give the following information*:* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Children | | | | | Date of Birth (day/mo/year) | | | | | | | | Place of Birth | | | | Nationality | | | | | | | Gender | | | |
|  | | | | |  | | | | | | | |  | | | |  | | | | | | |  | | | |
|  | | | | |  | | | | | | | |  | | | |  | | | | | | |  | | | |
|  | | | | |  | | | | | | | |  | | | |  | | | | | | |  | | | |
|  | | | | |  | | | | | | | |  | | | |  | | | | | | |  | | | |
| 15. (a) Name of Spouse | | | | |  | | | | | | | |  | | | |  | | | | | | |  | | | |
| 16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES NO  If answer is “yes”, which country? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. Have you taken any legal steps towards changing your present nationality? YES NO  If answer is “yes”, explain fully: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. Are any of your relatives employed by a public international organization? YES NO  If answer is “yes”, give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | | | Relationship | | | | Name of International Organization | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | |  | | | | | | | | | | | | |
| 19. What is your preferred field of work? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. Would you accept employment for less than six months?  YES NO | | | | | | | | | | 21. Have you previously submitted an application for employment and/or undergone any tests  with U.N.? YES NO If so, when? | | | | | | | | | | | | | | | | | |
| 22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER LANGUAGES | | READ | | | | | | | | WRITE | | | | | | SPEAK | | | | | | UNDERSTAND | | | | | |
| Easily | | | | Not Easily | | | | Easily | | | | Not Easily | | Fluently | | Not Fluently | | | | Easily | | | Not Easily | | |
|  | |  | | | | | | | |  | | | | | |  | | | | | |  | | | | | |
|  | |
|  | |
|  | |
| 23. For clerical grades only  *Indicate speed in words per minute* | | | | | | | | | | | | | | | | List any office machines or equipment and computer programmes you use. | | | | | | | | | | | |
|  | | English | | | French | | | | Other languages | | | | | | |
|  | | | | | | |
| Typing | |  | | |  | | | |  | | | | | | |
| Shorthand | |  | | |  | | | |  | | | | | | |

2

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.  A. University or equivalent | | | | | | | | | |
| NAME, PLACE AND COUNTRY  Please give complete address. | | ATTENDED FROM/TO | | | DEGREES and ACADEMIC DISTINCTIONS OBTAINED | | | | MAIN COURSE OF STUDY |
| Month/Year | | Month/Year |
|  | |  | |  |  | | | |  |
|  | |  | |  |  | | | |  |
|  | |  | |  |  | | | |  |
| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship) | | | | | | | | | |
| NAME, PLACE AND COUNTRY  Please give complete address. | | TYPE | | | YEARS ATTENDED | | | | CERTIFICATES OR DIPLOMAS OBTAINED |
| FROM | | TO | |
|  | |  | | |  | |  | |  |
|  | |  | | |  | |  | |  |
|  | |  | | |  | |  | |  |
| 25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS | | | | | | | | | |
| 26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN *(DO NOT ATTACH)* | | | | | | | | | |
| 1. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.    1. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) | | | | | | | | | |
| FROM | TO | | SALARIES PER ANNUM | | | | | EXACT TITLE OF YOUR POST: | |
| MONTH/YEAR | MONTH/YEAR | | STARTING | | | FINAL | |
| NAME OF EMPLOYER: | | | | | | TYPE OF BUSINESS | | | |
| ADDRESS OF EMPLOYER: | | | | | | NAME OF SUPERVISOR | | | |
| NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | | | REASON FOR LEAVING |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
|  | | | | | | | | | |

3

B. PREVIOUS POSTS (IN REVERSE ORDER)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |
|  |  |  |  |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
| NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |
|  |  |  |  |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
| NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |
|  |  |  |  |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
| NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES | | | | | |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES NO | | | |
| 29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY? YES NO  If answer is “yes”, WHEN? | | | |
| 30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.  *Do not repeat names of supervisors listed under Item 27.* | | | |
| FULL NAME | FULL ADDRESS | | BUSINESS OR OCCUPATION |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| 31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY. | | | |
| 32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR  CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO  If “yes”, give full particulars of each case in an attached statement. | | | |
| 33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES NO | | | |
| 34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal. | | | |
| DATE  (day, month, year) | | SIGNATURE: | |
| N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization. | | | |

4