



## United Nations Office for Project Services (UNOPS)

### Junior Professional Officer Program (JPO)

#### TERMS OF REFERENCE

##### I. GENERAL INFORMATION

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<b>Title:</b>	<b>Junior Professional Officer (JPO), Data Policy Analyst</b>
<b>Sector of Assignment:</b>	Data Governance and Partnerships, Sustainable Development Cluster
<b>Organizational Unit:</b>	<b>NYSC/SDC/UNTSS New York Service Center, United Nations Technology Service Support</b>
<b>Country and Duty Station:</b>	New York, USA
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

##### II. Organizational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a

central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. UNOPS is supporting the implementation of the Global Pulse Initiative.

Global Pulse is a flagship innovation initiative of the United Nations Secretary-General on big data. Its vision is a future in which big data and artificial intelligence (AI) are harnessed and used responsibly as a public good. Its mission is to accelerate discovery, development and scaled adoption of data innovation for sustainable development and humanitarian action. To this end, Global Pulse will work to promote awareness of the opportunities Big Data presents for sustainable development and humanitarian action, forge public-private data sharing partnerships, generate high-impact analytical tools and approaches through its network of Pulse Labs, and drive broad adoption of useful innovations across the UN System.

Global Pulse implements data innovation programs through its Pulse Labs to provide UN and development partners with access to the data, tools and expertise required to discover new uses of big data and AI for development. Global Pulse develops policies, toolkits, applications and platforms to improve data-driven decision-making and support the evaluation of promising solutions.

The Data Policy Analyst would work closely with the Policy Team on projects around data governance and partnerships to ensure responsible use of data and AI for the achievement of the SDGs globally. They would gain exposure to various sides of data and AI use for public good, including forging and maintaining data and AI partnerships, develop data governance infrastructures and contribute to relevant policy discussions across the UN and with the Member States.

Under the guidance and direct supervision of the Director and working closely with the Data Privacy Specialist the Data Policy Analyst is responsible for the effective delivery of services in order to support the mandate of Global Pulse in the areas of privacy and data protection.

Maintaining the highest degree of personal and professional ethics, the Data Policy Analyst maintains a collaborative, client-focused, quality and results-oriented approach.

### **III. Functions / Key Results Expected**

The Data Policy Analyst will carry out the following activities:

- Work with the Global Pulse team on the issues of data governance, related partnerships and digital cooperation.
- Explore and support maintaining consistent engagement with the data related stakeholders to ensure a consistent and efficient approach to data partnerships for Sustainable Development Goals (SDGs) efforts.
- Support with the development and launch of the Global Data Access Framework and data markets to promote fair and sustainable use of data for the attainment of the SDGs.

- Conduct research and analysis for the provision of inputs to various Pulse Network related projects and reports in the area of intellectual property.
- Participate and contribute to drafts of standards on data access and open data, open source, including as part of the contributions to the High-Level Panel's recommendations to further access to data as a global public good.
- Assist with contributions, where appropriate, to various data and AI governance instruments, including data partnership agreements, and policy papers on data protection and AI for development.
- Participate in relevant meetings, discussions and expert groups and make a consistent trail of record of such engagements.
- Support the coordination and organization of events, workshops, and conferences as well as the preparation of relevant communications materials and social media content.
- Develop a system to ensure knowledge transfer and capacity building within the Pulse Lab Net.

#### IV. Impact of Results

The effective and successful achievement of results by the Data Policy Analyst impacts on the performance of Global Pulse by supporting activities in the area of strategic policy and privacy and data protection.

#### V. Competencies



Integrity  
& Inclusion

Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Leading  
Self and Others

Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Partnering

Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> <li>• <b>Master's Degree</b> in Law, Business or Public Administration, Political Science, International Affairs, International Development, or related field.</li> <li>• MBA/MS preferred.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of two (2) years of paid working experience in a relevant field</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in written and spoken English</li> </ul>

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**