UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
VACANCY ANNOUNCEMENT
Vacancy Notice 2021
Internal/External Circulation (Re-Advertisement)

Position Title: PSP Assistant – IT Analyst	**Post Level:** UNOPS LICA4	**Date Issued of the Vacancy Announcement:** 6 April 2021
Position No: N/A	**Report to:** PSP Business Analyst Officer	**Closing Date of the Vacancy Announcement:** 19 April 2021
Section: Private Sector Partnership Services	**Duty Station:** Bangkok, Thailand	**Contractual Status:** Local Individual Contractor Agreement (LICA), UNOPS

Availability of the Post: As soon as possible

The Global Operations team within PSP is responsible for coordinating fundraising activities and sets targets and reports on performance for the fundraising network. The incumbent is a member of the Global Operations team and will support the team in further maintaining and improving the planning and reporting tools currently in place.

Under the overall supervision of Business Analyst Officer and Assistant PSP Office (BI solution Developer), the incumbent will assist in the following:

- Creating highly usable and visually engaging website designs across the PSP global operations intranet platform.
- Working on SharePoint branding, customization and content restructuring
- Migrating content, Microsoft workflows and forms to SharePoint 2016/Office 365
- Designing and developing solutions on SharePoint Office 365
- Creating site collections, sites, lists and libraries using SharePoint
- Prepare functional specification, use cases and test cases and perform software testing on the new modules under development
- Prepare and update user guides for PSP applications

- Provide and maintain permission for users who need to access PSP applications and Power BI reports
- Prepare reference files for quarterly reports
- Support team and network in validating and consolidating data using the established reporting tools
- Creating PowerBI reports based on business needs of the PSP Network
- Analyzing UNHCR Financial ERP transactions and verify the accuracy within the PSP Investment BI Analytics Platform
- Provide any other required support, including admin support to the team.
- Perform other related duties as required.

Monitoring and Progress Control

- Information database is kept up to date.
- Reports are provided on a timely basis and maintained.
- Focal points are educated and kept up to date on the requirements required from their end.
- Documentation of the reporting interface on SharePoint is carried out.
- The PSP Investment BI Analytics Platform figures is always aligned with the UNHCR ERP system

Key Competencies

- Fluency in English.
- Good communication and writing skills.
- Strong analytical skills.
- Attention to detail.
- Determination to meet deadlines.
- Ability to work with others and to be a team player.
- Strong ability to produce and analyse reports rapidly.
- Experienced in using Microsoft Power Apps, flow, Business Intelligence Solutions (reports, dashboards, scorecards) using Microsoft Power Query, Power View, Power BI and Excel.
- Excellent computer skills and knowledge of Advanced Microsoft Office Skills (Excel, Word, Access).
- SharePoint Information Delivery Skills or equivalent technology.

Qualification Requirement:
Education, Experience and Skills:

- Bachelor’s degree in fields like Computer Science, Computer Engineering, MIS or related field Strong math and analysis skills are needed
- Minimum 1 year of relevant working experience for High School diploma and 0 year of experience for Bachelor’s degree or higher
- Previous working experience with the UN and/or exposure to work in similar contexts is considered an advantage.

Experienced in using Business Intelligence Solutions (reports, dashboards, scorecards) using Microsoft Power Query, Power View, Power BI and Excel.

Please submit your Motivation Letter, P.11 form, Curriculum Vitae and a copy of official ID card/national passport indicating the position title to:

PSP-ASIA@unhcr.org

Candidates who are **not** Thai nationals are required to submit with their application evidence of their right to work in Thailand.

Only candidates under positive consideration will be contacted for a written test and/or interview.

UNHCR/P.11 and supplementary forms can be downloaded from:
https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm