



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

VACANCY NOTICE

Issued on 19 February 2024

Functional title:	Data and IT Assessment Officer
Duty station of assignment:	Kyiv, Ukraine
Contract modality:	Service Contract
Grade:	SB4
Duration of assignment:	Six months (with possibility of extension)
Closing date for applications:	29 February 2024 – Extended to 6 March 2024

Background

The United Nations Human Settlements Programme (UN-Habitat) is the lead United Nations agency for cities and human settlements. The agency is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all and sustainable development.

UN-Habitat, being the focal point for all urbanization and human settlement matters within the UN system, has a role in delivering the 2030 Sustainable Development Agenda, adopted by Member States in 2015, specifically goal 11: make cities and human settlements inclusive, safe, resilient, and sustainable.

UN-Habitat is initiating its activities in Ukraine including the establishment of a data and IT assessment officer, as part of the UN-Habitat programme in Ukraine. The established UN-Habitat country office in Ukraine focuses on two projects. The first project, "*Towards inclusive and resilient urban recovery in Ukraine*", aims to support the recovery of cities and towns in Ukraine through the provision of policy and technical advice on national and local levels, engage regional and local authorities in urban recovery planning, and finally, building capacities among relevant urban stakeholders, including academia and other organisations. The second project is implemented by UNITAC, "*Just transitions in vulnerable places – Digital tools and capacity for inclusive, smart and resilient urban recovery in Ukraine*" aims to develop digital urban data platforms together with national, sub-national and local government institutions and support their efforts to improve climate resilience and recovery planning.

The two projects are highly interlinked, and the establishment of an Urban Lab in Kyiv provides the physical space where the two projects bring together Ukrainian and international expertise to accelerate strategic and spatial planning towards urban recovery, including e.g., urban governance, housing, digitalisation and resilience planning.

This position will be part of the project supported by UNITAC. The United Nations Innovation Technology Accelerator for Cities (UNITAC) is an innovation lab based in Hamburg, established in March 2021 by UN-Habitat in collaboration with the UN Office of Information and Communications Technology (UN-OICT) and HafenCity University (HCU). UNITAC promotes open and participatory governance of data and digital platforms, innovations related to mapping, spatial analysis and data visualization and people-centred smart cities.

UNITAC Hamburg works with a bespoke urban technology innovation acceleration methodology that can be used to analyse real urban challenges and urbanization trends. The methodology is based around three themes: (1) Open, transparent, and participatory governance of data and digital platforms (2) Mapping spatial analysis and visualization, and (3) People-centred smart cities. Within these fields, particular emphasis is placed on how to generate knowledge and use cases on smart city governance and the development of frontier technologies with a special emphasis on developing countries and cities with large informal populations.

Assignment objective

This work shall be the foundation for designing, implementing, and deploying digital tools and platforms that are:

- a) Meeting the functional and non-functional requirements of the future data and system owners as well as of the potential end users.
- b) Facilitating spatial planning processes and incorporating elements of economic and urban planning, using an evidence-based and participatory approach.
- c) Using and strengthening existing data practices, processes, and existing digital platforms.
- d) Built in compliance with local data governance and potential technical requirements (e.g., standards).
- e) Ready to be transferred to a *local owner*, who will assume responsibility for operations, maintenance, and continued enhancement/adjustment of the tools.
- f) Capable of sharing data between relevant and potentially interested parties, specifically, between national, regional, and local governmental levels.
- g) Designed in such a way that they are commensurate with the local context with regard to scaling, operations, personal data protection, cybersecurity, and resilience.
- h) Informing the development of digital platforms that enable open and restricted sharing of information related to human settlements, as well as the capacity building, skills, and training requirements of local towns and stakeholders.
- i) Focused on being as close to the data source as possible.
- j) Enabling alignment with the European Union's General Data Protection Regulation (GDPR).
- k) Promoting the use of representative data for inclusive and gender-responsive urban recovery and planning.

Duties and main responsibilities

Under the overall supervision of the Chief Technical Advisor of UN-Habitat in Ukraine, the Data and IT Assessment Officer will be responsible to conduct an assessment of digital capacities including IT landscapes (i.e., infrastructure and IT services) and the needs of selected administrations, including but not limited to Kyiv Oblast, Makarivska hromada and additional 2 hromada that will be selected later. Furthermore, the duties include identifying and analysing available and relevant data, its quality and structure, including data collection and governance processes.

The duties and responsibilities include:

- Identify and assess spatial planning and recovery-related data and digital capabilities and needs, as well as the human capacity and skills of relevant stakeholders.

The assessment includes the following activities:

- Assess the human data capacity and data processing and IT skills gaps.
- Identify and assess the local IT environment including contact persons, technical specifications as well as available IT infrastructure (e.g., data centres), with the aim of assessing a) readiness for hosting and using UNITAC solutions, b) technical as well as physical security status, c) readiness for hosting and potentially scaling UNITAC software solutions, d) Business Continuity and Disaster Recovery capabilities.
- Identify and document existing data-sharing mechanisms that are of relevance for the project and involve the stakeholders.
- Identify and document existing personal data protection regulations and/or any gaps therein.
- Define quality criteria for data sources in coordination with the project team.
- Identify on and off-site relevant and high-quality data sources (related to urban planning, urban indicators, and climate resilience) in coordination with the project team.

- Document data flow, stakeholders, and data transformations for each potential data source (i.e., those that meet the quality criteria) (as-is processes).
- Identify opportunities to digitalise and facilitate these processes and automate data collection processes and design to-be processed.
- Gather and collect all relevant data from available data sources and establish links for ongoing data exchange between the data source and the project team and ultimately the local product owner.
- Identify and analyse potentially relevant existing data sources operated by/for/with the stakeholders and mechanisms to ensure inclusive / representative data.
- Compile *a comprehensive evaluation report* documenting the above-stated points for each institution, as well as:
 - providing recommendations concerning individual findings;
 - proposing at least 2 potential IT solutions (functionality as well as architecture at an overview level) that would address the most pressing data and IT needs concerning sustainable and participatory recovery;
 - proposing suitable training and capacity building for the effective implementation, management and use of the platform.
- Consider the usability and capacity of partner authorities/ administrations when using the digital platforms that exist in Ukraine, according to the different levels of governments - as well as the ones that are planned to be implemented in the future.
- Support the planning and execution of the technical mission with the project team.

Outputs and expected deliverables

The Data and IT Assessment Officer will be responsible for delivering, reports on the data, digital and IT capacities of the selected regional and local authorities/ administrations, including in-depth data and technical assessment and training needs assessment.

Expected outcome of service:

Identification and evaluation of data and digital capabilities of selected Ukrainian municipal (hromada) and regional (oblast) authorities and administrations, to:

- (1) Capture and analyse the current practices in collecting, validating, storing, exchanging, processing, presenting, and using data for the purpose of recovery and spatial planning;
- (2) Provide an overview of the practices of use of the existing digital platforms for spatial planning and recovery purposes within the above-mentioned authorities and administrations;
- (3) Develop a digitalisation and data strategy for the chosen governments to optimise their data-related practices and facilitate or introduce new procedures, tools, and solutions of data application for the purpose of recovery and spatial planning.

The incumbent is required to provide various project outputs as above and submit a monthly report that details the project activities and achievements, ensuring transparency and accountability throughout the assignment.

Working location and travel

The assignment is expected to be conducted from the UN-Habitat office in Kyiv. Travel to field locations required for site visits, technical missions and engagement with stakeholders and partners will be covered by UN-Habitat.

Competencies

Professional: Technological Awareness. Keeps abreast of available technology, understands applicability and limitations of technology to the work of the office, actively seeks to apply technology to appropriate tasks, shows willingness to learn new technology. *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; Demonstrates openness in sharing information and keeping people informed; Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; Ability to prepare written reports that are clear, concise and meaningful. *Team work:* Works collaboratively with colleagues to achieve organizational goals; 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. *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. *Planning and Organizing:* Ability to prioritize activities and assignments and to easily switch between different projects.

Required skills and experience

Education

- Advanced university degree (master’s degree or equivalent) in Computer Science, Software Engineering, or a related field.
- A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

- A minimum of five years of relevant work experience in the field of assessing complex data and IT landscapes with regard to data flows, data quality, transformation, and use.
- Proven experience in computer science, data science, and creative solutions at the intersection of technology and urban development:
- Experience in conducting IT evaluations/inspections covering data governance, substantive processes as well as IT infrastructure.
- Understanding of e-governance processes and requirements, including evaluating data sharing amongst government agencies, authorities/ administrations and other relevant stakeholders.
- Experience in digitizing business processes or standard operating procedures, involving data extraction, data pipelines, and data transformation.
- Experience in working in and/or collaborating with a wide range of urban development and innovation stakeholders at the local and international level, such as e.g., government agencies, authorities/ administrations, civil society organizations, start-ups, research institutions, city networks, etc.
- Previous working experience in the spatial planning context is an asset.
- Fluency in written and spoken English and Ukrainian is required.

Special Considerations:

The candidate should be familiar with, and committed to the goals of UN-Habitat, and have:

- Research and analytical skills are required.
- Strong communications skills, including writing, presenting, and facilitating workshops;
- Ability to work independently and as part of a team in multi-national/ cultural environment and flexibility in understanding and accepting different assignments;
- Ability to lead and provide technical guidance to an international team;
- Ability to work under pressure, prioritize and meet deadlines; work well under time constraints while retaining attention to detail; and
- Ability to manage data, documents, correspondence and reports information and workflow.

HOW TO APPLY

Interested candidates must submit an email quoting in the email subject **the post title and the duty station** to the UN-Habitat Ukraine Programme, email address: recruitmentunhabitatua@un.org

with the following documents/information to demonstrate their qualifications:

1. **Cover letter** addressing precisely how the applicant meets the qualifications and requirements.
2. **Completion of a CV in P11 Form** which can be downloaded at:
<https://t.ly/pdZjU>

The CV shall include information on the past experience in similar projects and at least 3 references.

Deadline for applications: 6 March 2024

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview.