POSTING TITLE: Manager, Data Analytics

Duty Station: New York, NY

POSITION SUMMARY

The Data Analytics Manager will oversee and assist the entire lifecycle of data within the organization, ensuring that it is collected, stored, integrated, secured, and used effectively to support business objectives. He/she will collaborate with cross-functional teams and stakeholders to help with design and implement data management systems, develop and implement data governance policies, ensure data quality and accuracy, and perform analysis and provide the insight for decision-making and strategy-development.

As the UN Global Compact initiative continues to expand since its inception in 2000, in size of participation and regional operations, technological enablement and cohesion are crucial factors to ensure the success of this growth. The Manager will work closely with various stakeholder teams within the UN Global Compact to design and incorporate operational procedures to manage critical participant data and establish transparency and collaborative success across all teams and Local Networks globally.

DUTIES AND RESPONSIBILITIES

- Collaborate with cross-functional teams and stakeholders to ensure that data such as COP, the surveys and participants etc., is effectively used to support business objectives, identify potential problems and opportunities, and develop data-driven solutions
- Keep up to date with emerging trends and best practices in data management and make recommendations for improvements
- Assist with develop and implement data governance policies, standards, and procedures to ensure data quality, accuracy, and security
- Help with cleaning, transforming, and integrating data from various sources to ensure its accuracy and completeness.
- Identify and mitigate data quality issues and ensure that data is properly validated and tested.
- Manage, clean, and analyze large and complex datasets using data tools and programming languages, such as SQL, Python and VBA etc.
- Create dashboards and reports to communicate insights and findings from data analysis to different stakeholders.
- Act as an administrator for various digital platforms, such as Power BI and Tableau, etc. for user management, dashboard setup, and customization
- Develop metrics and KPIs according to ESG industrial standards to measure and track organizational sustainable progress.
- Perform other tasks as assigned.

Competence
• Master's degree in Computer Science, Data Analytics, or related fields.
• 6+ years of experience in data management & analysis or related fields.
• Proficiency in data cleaning, analysis, visualization, and reporting. Experience in database development, data integration, and validation.
• Experience with digital platforms such as Power BI, Tableau, and other BI tools.
• Strong knowledge of programming languages and analytic skills, and database management systems.
• Strong problem-solving skills and fast learner.
• Strong project management skills to manage multiple projects and priorities.
• Excellent communication skills to present insights and findings to non-technical stakeholders. Proven ability to collaborate with cross-functional teams to drive results.

EDUCATIONAL EXPERIENCE REQUIREMENTS

• **Education**: First degree or bachelor’s in computer science, data analysis, or a related field
• **Work Experience**: 5 years of relevant work experience, ideally in product management or project management, and ideally experience using and navigating Salesforce and Pardot
• Programming and data analysis skills
• Strong analytic, planning and problem-solving skills
• Excellent written and verbal communication in English
• Demonstrated ability to prepare executive level written and oral presentations
• Particular interest in Tableau or other similar data analytics platforms.

RECRUITMENT PROCESS

▪ Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Manager, Data Analytics”:
  1. Personal statement of what interests you about this job opportunity.
  2. Resume/CV
▪ Applications will be accepted until **28 September, 2023**.
▪ Given the anticipated volume of submissions, only highly qualified candidates will be contacted.

Please, no phone calls or unsolicited e-mails outside of the submission process