

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TURR000497--Junior Data Science Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Turkey
Host Institute	United Nations Development Programme
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Istanbul [TUR]
Assignment Place	Family Duty Station

Assignment Place Remark

Due to COVID-19 pandemic, relocation to Istanbul and office presence are not required for this assignment.

Living Conditions

With a population of 15 million, Istanbul is the largest city in Turkey and the 15 th largest city in the world. The official language of the country is Turkish while English is the working language of UNDP. Istanbul is a transcontinental city, its commercial and historical center lies on the European side, while a third of its population lives on the Asian side. This city has a strategic transition position connecting Europe and the Middle East, and the only sea route between the Black Sea and the Mediterranean. There are no mandatory immunization or vaccination requirements for Turkey. English speaking medical and dental services for international personnel are available.

Important Note: Due to COVID-19 pandemic, relocation to Istanbul and office presence are not required for this assignment.

Assignment Details

Assignment Title

Junior Data Science Officer

Organizational Context & Project Description

The Istanbul International Center for Private Sector in Development (IICPSD) is the United Nations Development Programme (UNDP) global organization mandated to leverage the role of the private sector in development. The IICPSD was established in Istanbul, Turkey on the basis of the Partnership Framework Agreement signed between the Government of the Republic of Turkey and the United Nations Development Program in March 2011. The center is one of the six global thematic policy centers of UNDP, supports the private sector and foundations to become transformative partners in development through research, advocacy, facilitation of public-private dialogue and brokering partnerships. IICPSD leads UNDP's global work on private sector and foundations and supports UNDP's offices all around the world.

This UNV assignment is part of UNDP IICPSD's recent initiative [SDG AI Lab](#), which is volunteer-driven initiative, harnessing the potential of frontier digital technologies such as Artificial Intelligence, Machine Learning and GIS for sustainable development. The lab combines UN values and commitment to the achievement of the Sustainable Development Goals with the best industry practices of the leading technological companies. Currently, the lab through its partnerships, is exploring and developing digital solutions for sustainable development in 17 countries around the world. Moreover, SDG AI Lab is actively establishing partnerships with the global tech leaders such as Google, Esri and others.

The Junior Data Science Officer will join the team of onsite volunteer data scientists and support the work on developing and implementing digital solutions for sustainable development. The UN Volunteer will also contribute to data acquisition, preparation, analysis, and visualizations efforts.

Due to COVID-19 pandemic, relocation to Istanbul and office presence are not required for this assignment.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

UNDP IICPSD's initiative SDG AI Lab aims to harness the potential of frontier digital technologies such as Artificial Intelligence, Machine Learning and GIS for sustainable development. The Junior Data Science Officer will support SDG AI Lab's work in development and implementation of digital solutions using Data Science, Machine Learning and Natural Language Processing.

Under the direct supervision of UNDP IICPSD Technical Specialist, the UN Youth Volunteer will undertake the following tasks:

- Assist the ongoing research efforts on application of big data and machine learning approaches to development issues.
- Support the team in developing and implementing digital solutions to tackle issues in the field of economic and international development.
- Contribute to data acquisition, preparation, analysis, and visualizations efforts.
- Assist the organization of large datasets to get actionable insights from them.
- Continuously support the data maintenance and data acquisition activities of the SDG AI Lab.
- Support research work to unravel promising fields in development for the application of AI.
- Provide as needed support to the Technical Specialist as required for, amongst others, participating in meetings, conferences, providing administrative and communications support, drafting meeting minutes and perform other functions and duties.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

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- As an active team member, efficient, timely, responsive, and high-quality support in development and implementation of digital solutions
 - Contributions are made towards primary research and analysis
 - Effective assistance provided for data acquisition, preparation, analysis, and visualizations efforts
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Bachelor degree in **Computer Science, Statistics, Econometrics, Mathematics, Economics** or other relevant field
- Fluency in spoken and written English and Turkish is required.
- Working knowledge of other language(s) is an advantage.

Required experience 0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in **statistics, data science, data visualization, machine learning, natural language processing**
- Proficiency in programming languages, preferably Python, or R, SQL, Java
- Hands-on experience on developing dashboard using Power BI, Tableau and D3.js would be an asset
- Experience with common data science toolkits would be an asset.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded
- Qualified female candidates are **strongly encouraged** to apply.

Language

- English (Mandatory) , Level - Fluent
- AND - Turkish (Mandatory) , Level - Fluent

Area of Expertise

- Other science experience Optional
- Other information and telecommunications technology experience Optional
- Statistics Optional

Area of Expertise Requirement

- Demonstrated interest and/or experience (up to 2 years) in **statistics, data science, data visualization, machine learning, natural language processing**

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of

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living expenses. Life, health and permanent disability insurance are included) and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

TURR000497-10266

Application procedure

*** Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

*** Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage>

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and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Turkey and legal residents in Turkey with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 21-09-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VFVSUjAwMDQ5Nw==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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