

**Vacancy Announcement No. ICSC/CONSULTANT/02/2026**

**Deadline for submission of applications: 9 July 2026**

Short-term Consultancy

Human Resources Policies Division

International Civil Service Commission, New York

**Level of post: Consultant, HR Data and Analytics, level A**

**Duration of assignment: five months (1 August - 31 December 2026)**

**Date of entry: 1 August 2026**

**Overall setting:**

The International Civil Service Commission (ICSC), based in New York, was established by the United Nations General Assembly to regulate and coordinate the conditions of service of the United Nations common system. The ICSC is, *inter alia*, responsible for the classification of field duty stations according to conditions of life and work under the Mobility and Hardship Scheme that has been established to compensate staff for service in difficult locations and for operationally required mobility. These determinations rely on robust, current, and well-structured data describing conditions at each location, covering staffing presence, security, health and medical conditions, living conditions, isolation, and related factors.

Organizations are required to compile and submit accurate data in support of classification reviews. In practice, this data is often held across multiple sources and systems, in inconsistent formats, and is not always reconciled before submission. As the volume and granularity of data requirements continue to grow, there is a clear need to strengthen the data management and analytical capacity underpinning this work.

This consultancy is closely aligned with the mandate of the ICSC's Human Resources Policies Division (HRPD), which manages the mobility and hardship scheme for the classification of field duty stations, and which conducts the studies and analysis that underpin recommendations to the Commission. Decisions in these areas depend directly on the quality and timeliness of submitted data, and ICSC increasingly recognizes data and business analytics as core to this function. The consultant's outputs are intended to strengthen the organization's ability to meet HRPD data requirements and to support well-founded classification determinations.

**Duties and responsibilities**

Under the supervision of the Director of HRPD, the consultant will:

1. Consolidate and validate data. Gather, clean and reconcile duty-station datasets from relevant sources, including staffing presence by location and entity, security indicators, and living-condition data, and resolve inconsistencies across sources.

2. Build a structured data model. Design and maintain a coherent database or data structure for duty station information that supports repeated reviews rather than one-off compilation.
3. Develop analytics and dashboards. Create dashboards, summary tables, and analytical reports that allow reviewers to see staffing exposure and duty-station conditions at a glance and to track changes over time.
4. Support ad hoc analysis. Provide rapid analysis in response to emerging situations, for example, quantifying staff presence and exposure at specific locations during a health emergency or security incident.
5. Identify and close data gaps. Assess current data-collection practices, flag gaps and weaknesses, and recommend practical improvements.
6. Assist in preparation of submission inputs. Provide technical support on data inputs required for ICSC-related submissions, including hardship classification, danger pay, in the required formats and to the required standard.
7. Participate in the 2026 annual review of hardship classification according to conditions of life and work in the field operations of the United Nations common system. Analyse, verify and score information presented in prescribed questionnaires that are submitted by each duty station.
8. Provide input to HRPD efforts to automate the hardship classification review process.
9. Other assignments as necessary.

### **Competencies:**

**Professionalism:** In-depth understanding of conditions of life and work in field operations of the United Nations common system. Thorough understanding of ICSC hardship classification methodology. Demonstrated sound analytical judgement and the ability to handle sensitive data with discretion.

**Planning and organizing:** Awareness of and ability to respond to organizational priorities, to deal effectively with a high work volume and to monitor and coordinate the work with relevant stakeholders when necessary.

**Communication:** Proven ability to share and obtain information in an open and cooperative manner; to present ideas clearly and convincingly both orally and in writing, particularly in the preparation of reports.

### **Education**

Advanced university degree (Master's or equivalent) in data science, statistics, information management, human resources, social sciences, or a related field. A first-level degree with an additional four years of relevant experience may be accepted in lieu of an advanced degree.

### **Work Experience**

A minimum of two years of progressively responsible work experience in data analytics, HR information management, or a relevant area of administration is required. Demonstrated experience cleaning, consolidating, and analyzing data from multiple sources is required. Sound knowledge of human resource management principles, including thorough knowledge of the hardship classification methodology established by the ICSC, is required. Good presentation skills are required. Experience in the United Nations common system or a comparable international organization is desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Working knowledge of French is desirable. Knowledge of another United Nations official language is an advantage.

**ALL APPLICANTS:** Please complete a copy of the United Nations application form (Personal History Profile) Form P-11 at <http://unicsc.org/resources/general/vacancies/P11.doc> quoting the vacancy number, along with a cover letter and send to: **icsc-dropbox@un.org**