

SENIOR DATA AND AI OFFICER

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Post Number : DBS 108
Grade : P-4
Parent Sector : Bureau for Digital Business Solutions (DBS)
Duty Station: Paris
Job Family: Computer Sciences / Information Technologies
Type of contract : Fixed Term
Duration of contract : 2 years
Recruitment open to : Internal and external candidates
Application Deadline (Midnight Paris Time) : 13-MAR-2025

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO increasingly relies on the production and use of data for its programme delivery and reporting. Properly implemented Data Governance principles applied to an integrated data framework are necessary to ensure that UNESCO provides the highest levels of data quality, consistency, integrity, and trustworthiness. Quality data and robust data governance are foundational for leveraging AI at the organizational level, enabling the full realization of its transformative potential.

This post is located within the Bureau for Digital Business Solutions (DBS), under the direct supervision of the Chief Information and Technology Officer (CITO).

The Senior Data and AI Officer will be responsible for data and AI governance and will ensure technical coordination of relevant data and AI projects. The post will coordinate the consolidation of databases across the Organization to further intersectoral data linkages and facilitate integrated data dashboards. The Senior Data and AI Officer will serve as an advocate for the responsible and ethical use of data and AI. He or she will be instrumental in developing a cohesive data AI governance, ensuring ethical safeguards, cybersecurity measures, and uniform application of UNESCO's AI ethics rules in a coordinated manner across all data and AI products.

The Senior Data and AI Officer will engage and interact with clients and business stakeholders, users, as well as internal and external IT technical teams. He or she will be lead a cross-functional team from central services (DBS) and programme sectors.

The Senior Data and AI Officer knows, and capitalizes on, how impactful engagement and meaningful interactions with technical and functional teams, as well as with client and business stakeholders, can deliver optimal outcomes and business objectives on tight deadlines. He/She is adaptable learner with an appetite for innovation and has a robust foundation in databases models, DevOps, ML and other AI concepts.

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The key responsibilities of the role are as follows:

- **Develop and Implement a Data and AI Governance Framework:** Establish policies and procedures for data and AI management and governance across the Organization, in line with past audit recommendations, to ensure data quality, security, and compliance with international standards. Develop strategies and coordinate efforts to raise awareness of the

importance of data management and organize training and awareness sessions to equip staff with the skills needed to manage, process and use data effectively. Support identification, development, and management of strategic partnerships for policy development and data reuse.

- **Develop data management tools and processes:** Develop tools and processes that provide simple and effective methods for ensuring data and metadata quality. Create and maintain a toolkit and a set of services to simplify data management (Python, R, SaaS data science platform, etc.).
- **Coordinate the use of AI in Unesco projects:** Work with internal AI consultants and engineers as well as business owners, to assess business needs and vision, and to integrate AI technologies into UNESCO's programmatic and corporate tools, while ensuring alignment with the Organization's mission and the ethical AI framework.
- **Support and coordinate the organization of events,** working groups, and other advocacy-related activities related to digital innovation, including data and AI governance, at both national and regional levels. Promote the adoption of the Recommendation on the Ethics of Artificial Intelligence by guiding teams to implement AI solutions that respect human rights, inclusiveness, and sustainability.
- **Support Digital Transformation Initiatives:** Contribute to the Digital Transformation Working Group's efforts by coordinating and leading the Sub-group on Data and AI by providing expertise on data governance and AI projects, ensuring they align with UNESCO's digital strategy.
- **Engage in Capacity Building:** Develop training programs and materials, as well as change management activities, to enhance the digital skills of UNESCO staff, focusing on the ethical use of AI and data management best practices.
- **Monitor and Report on AI Trends:** Keep abreast of the latest developments in AI and data science, providing regular updates to the Programme Coordination Group and other relevant bodies within UNESCO.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)
Strategic thinking (M)
Managing performance (M)
Leading and empowering others (M)
Driving and managing change (M)
Building partnerships (M)
Making quality decisions (M)
For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's or equivalent) in Computer Science, Engineering, Data Governance, Statistics, Applied Mathematics or a related field.
- A first-level University degree (Bachelor's or equivalent) in Computer Science, Engineering, Data Governance, Statistics, Applied Mathematics or a related field combined with two (2) additional years of relevant work experience may be accepted in lieu of the Advanced University Degree.

Work Experience

- At least seven (7) years of relevant professional experience in AI, ML, data science, data management, business analysis or strategy development and execution or a related field.
- Technical experience in various aspects of data management, data curation, data acquisition, cleaning and management, and data analysis.
- Experience in developing and implementing data and AI governance frameworks and strategies.
- Track record of project delivery for large, cross-functional projects on technology platforms.
- Experience in leading cross-functional teams and coordinating between technical and non-technical stakeholders.
- Experience working on production systems and familiarity with agile development practices, version control and issue tracking tools.

Skills & Competencies

- Robust understanding of IT context and tools and their linkage to business processes that enable day to day operations.
- Deep foundational knowledge and understanding of data management, AI, machine learning and AI/Generative AI ecosystem.
- Strong understanding of trends in AI and other emerging technologies, particularly regarding ethical aspects and implications of AI.
- Expertise in AI and data governance and AI and data technical frameworks.

- Extensive experience managing, interacting and collaborating with key internal and external business stakeholders with the ability to explain technical concepts, specifications and solutions by translating them into relevant customer contexts.
- Extensive experience working in a client facing role.
- Strong writing and communication skills, including for advocacy purposes, and the aptitude to handle competing messages and priorities with multiple audiences and at various levels of seniority.

Languages

- Excellent knowledge (written and spoken) of English or French, and good knowledge of the other.

DESIRABLE QUALIFICATIONS

Skills & Competencies

- Ability to develop capacity building programmes and training initiatives for data and AI.

Languages

- Knowledge of other official languages of UNESCO (Arabic, Chinese, Russian and Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 118 625 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.