**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Data analysis intern**

**Organizational Unit: DAG (Data Analsysis Group)**

**Duty station: Amman Jordan**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

The DAG (Data Analysis Group) Unit at UNHCR Jordan is a strategic unit providing technical and data services to all units in the organization. The unit's vision is to provide innovative, reliable data and analysis to make UNHCR a leader in information related to refugees and affected populations, thus enabling actions to protect, include, and empower. The revised strategy of the DAG unit consists of four main pillars: analysis and data management, support and information management, software management and support, and software and innovation team.

Data analysis internwill be part of the ADM team and be responsible for identifying requirements for cross-cutting initiatives related to data analysis and processes. This person will focus on various data analysis and reporting projects and ensure that the unit's needs are translated into functional and non-functional requirements, resulting in innovative data analysis solutions that support the unit's business objectives.

**Duties and Responsibilities**

* Clean and preprocess data from various sources to prepare for analysis
* Conduct exploratory data analysis and statistical modelling to gain insights from the data
* Build and maintain predictive models for data-driven decision making
* Communicate findings and results through visualizations, reports, and presentations
* Collaborate with cross-functional teams to understand business objectives and integrate data science solutions.
* Conduct A/B testing to measure the impact of changes and validate the hypothesis.
* Support t DAG team in implementing data governance and security measures to ensure the privacy and protection of sensitive data

**Minimum qualifications required**

* Education background in computer science, mathematics, statistics, or a related field
* Proficiency in programming languages such as Python, R, or SQL
* Experience in data analysis, data visualization, and machine learning
* Strong problem-solving and critical thinking.
* Excellent written and verbal communication skills
* Ability to work in a team environment and handle multiple projects simultaneously
* Familiarity with big data technologies such as Hadoop, Spark, or NoSQL databases is a plus.

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within two years of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder is not eligible for an internship.

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training.

We welcome applications from candidates with a refugee or stateless background.