

Data Strategy – HR Dashboards – Post / Staff (Specialist roles)

A. DB1 – People [Stock]: Share of staff data-focused functional title as % of all staff

Purpose

- Track % of staff working in data-focused roles, against SG target of 10% (by 2025)

Key concept / metric

- Share of **encumbered** [posts] with data-focused [functional title] as % of encumbered target posts by [entity]

Functional titles

- Keep a table of relevant keywords, filter for keywords in functional titles, and then mark/flag as 'relevant'
- Some functional titles are more relevant than others and we should keep track of that in the 'flag' column

Keyword in functional title	Relevance
Data	High
Statist	Medium
information systems	Medium
information manag	High
Monitoring	Low
Geo	High
GIS	High
Gestion Information	High
KNOWLEDGE MANAGEMENT	Low
info manag	High
info system	Medium
info. Manag	High
information mg	High
Nat. Informat. Manag	High
National Info Mg	High

Relevant grades

- NO-A, NO-B, NO-C, NO-D, G-4, G-5, G-6, G-7, FS-4, FS-5, FS-6, FS-7, P-1, P-2, P-3, P-4, P-5, D-1, D-2

Relevant entities

- Departments, offices, missions, etc.
- Same as in [UN Secretariat Gender Parity Dashboard](#)

Relevant funding sources

- All, i.e. all posts regardless of whether regular budget, other assessed, or extra-budgetary

Please also include

- Gender of person encumbering post (for compliance with gender parity targets)
- Nationality of person encumbering post (for compliance with geographic diversity targets)

Refresh

- Monthly

B. DB2 – Posts [Stock]: Share of posts with data-focused functional title as % of target posts

NOTE: This is DB optional

Purpose

- Track % of posts for data-focused roles, against SG target of 10% (by 2025)

Key concept / metric

- Share of all [posts] with data-focused [functional title] as % of target posts by [entity]

Functional titles

- Keep a table of relevant keywords, filter for keywords in functional titles, and then mark/flag as 'relevant'
- As for DB1

Relevant grades

- NO-A, NO-B, NO-C, NO-D, G-4, G-5, G-6, G-7, FS-4, FS-5, FS-6, FS-7, P-1, P-2, P-3, P-4, P-5, D-1, D-2

Relevant entities

- Departments, offices, missions, etc.
- Same as in [UN Secretariat Gender Parity Dashboard](#)

Relevant funding sources

- All, i.e. all posts regardless of whether regular budget, other assessed, or extra-budgetary

Refresh

- Monthly

Data Strategy – HR Dashboards – Recruitments (Specialist Positions)

C. **DB3** – Selections [Flow]: Share of selections with data-focused functional title as % of all selections in target grades (specialist recruitments)

Purpose

- Track % of recruitments for data-focused (i.e. specialist) roles over time

Key concept / metric

- Share of [selections] with data-focused [functional title] as % of all selections by [entity] over [period]

Functional titles

- Keep a table of relevant keywords, filter for keywords in functional titles, and then mark/flag as 'relevant'
- As for DB1

Selections

- All job openings (e.g. published on careers.un.org) that result in completed selection, i.e. JO not cancelled
- Irrelevant if recruitment is regular or temporary (i.e. TJO), i.e. include both
- Please keep track in separate column if selection is against a TJO or regular

Relevant period

- All selections since January 2021
- Please store selection date in table

Relevant grades

- NO-A, NO-B, NO-C, NO-D, G-4, G-5, G-6, G-7, FS-4, FS-5, FS-6, FS-7, P-1, P-2, P-3, P-4, P-5, D-1, D-2

Relevant entities

- Departments, offices, missions, etc.
- Same as in [UN Secretariat Gender Parity Dashboard](#)

Relevant funding sources

- All, i.e. all posts regardless of whether regular budget, other assessed, or extra-budgetary

Please also include

- Gender of person encumbering post (for compliance with gender parity targets)
- Nationality of person encumbering post (for compliance with geographic diversity targets)
- Please store JD title

Refresh

- **Weekly**

Data Strategy – HR Dashboards – Recruitments (Non-Specialists)

D. DB4 – Selections [Flow]: Share of selections against job openings without data-focused functional title but with data-related JD content as % of all selections in target grades (non-specialists)

Purpose

- Track % of recruitments for non-specialist positions with data-related capability content in the job description

Key concept / metric

- Share of [selections] for [job descriptions] with data-related capability [content] as % of all selections by [entity] over [period]

Job description content

- Keep a table of relevant keywords, filter for keywords in functional titles, and then mark/flag as 'relevant'
- Keywords should occur in 'work experience', 'education', 'competencies', 'responsibilities' section of JD

Keyword in JD content	Relevance
data	High
analytics	High
statist	Medium
geogr	Medium
data management	High
business intelligence	High
visualiz	High
chart	High
graph	High
data science	Medium

Selections

- All job openings (e.g. published on careers.un.org) that result in completed selection, i.e. JO not cancelled
- Irrelevant if recruitment is regular or temporary (i.e. TJO), i.e. include both
- Please keep track in separate column if selection is against a TJO or regular

Relevant period

- All selections since January 2021
- Please store selection date in table

Relevant grades

- NO-A, NO-B, NO-C, NO-D, G-4, G-5, G-6, G-7, FS-4, FS-5, FS-6, FS-7, P-1, P-2, P-3, P-4, P-5, D-1, D-2

Relevant entities

- Departments, offices, missions, etc.
- Same as in [UN Secretariat Gender Parity Dashboard](#)

Relevant funding sources

- All, i.e. all posts regardless of whether regular budget, other assessed, or extra-budgetary

Please also include

- Gender of person encumbering post (for compliance with gender parity targets)
- Nationality of person encumbering post (for compliance with geographic diversity targets)
- Please store JD title

Refresh

- Weekly

