

Post title: Head of Section, Data Analysis and Outreach
Domain: Administration
Post Numbers: 1CAUIS0579ST
Grade: P-5
Organizational Unit: UNESCO Institute for Statistics
Primary Location: Montreal, Canada
Recruitment open to: Internal and External Candidates
Type of contract: Fixed-term
Duration of contract: 2 years renewable
Approximate Annual Salary: USD 123,269
Deadline (*midnight, Paris time*): **1 December 2017**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority and direct supervision of the Director of the UNESCO Institute for Statistics (DIR/UIS), the incumbent shall lead and manage the work of the Data Analysis and Outreach Section. In particular, s/he will be responsible to integrate the analytical and reporting role of the Institute with a pro-active corporate communication strategy that builds on-going, sustainable and dynamic partnerships between the UIS and its key stakeholders, donors and clients. S/he will perform the following functions:

- Develop a corporate UIS information strategy for research, monitoring, policy and advocacy and its dissemination and manage the implementation of the strategy by staff of the Section, across teams and in Field Offices.
- Design and implement a work plan for analytical research and data presentation for the Institute. Identify the data and information needs and requirements of current and potential audiences (key clients, donors, stakeholders, etc.) in the field of education and in collaboration with science and technology, culture and communication teams of the Institute.
- Manage and lead a specialized team providing strategic and technical directives, training and guidance. Lead and oversee the preparation and management of the Section budget and work plans, ensuring efficient use of resources and timely and complete reporting.
- Promote data access, interpretation and communication in data analysis through workshops, seminars and other technical capacity-building activities in Member States and with different education constituencies. Develop internal capacity amongst UIS staff in data analysis and interpretation and provide technical leadership to UIS staff in this area.

- Lead resource mobilization and develop alternative funding mechanisms in the assigned areas. Deal with UN Agencies seeking or marketing joint programmes, bilateral and multilateral partners, Development Banks and International Institutions. Guide the development of cooperation frameworks with Member States and donor agencies. Facilitate the development of partnerships with national governments, international organizations, NGOs and civil society. Engage potential donors with attractive plans, leading and supervising the entire funding process, including developing and writing proposals, agreements, validating progress reports and ensuring the timely implementation and completion of project/programme activities.
- Take responsibility for liaison with the academic community particularly in Canada. Formulate activities to link academics to UIS work.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in statistics, economics or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of 10 years of progressively responsible relevant professional experience, of which at least 5 years at the international level, in planning, directing and designing programme(s) to compile, process and disseminate statistical data, or in developing and advising on statistical analysis and methodology.
- Proven experience in the area of corporate communication strategy.
- Proven experience in fundraising.
- Proven experience in managing staff and teams.
- Proven experience in processing statistical information and supervising the development and maintenance of computer databases.
- Proven experience in the usage and analysis of data from different sources (i.e. social, economic, demographic).

SKILLS/COMPETENCIES

- Knowledge of statistical and international policy issues related to education and educational planning.
- Excellent knowledge of the challenges associated with education and corporate strategy communication.
- Excellent analytical skills.
- Demonstrated fund-raising and resource mobilization skills.
- Excellent communication skills, oral and written, in particular in the area of statistical data
- Ability to build and develop partnerships at national and/or international level.

- Ability to interact and effectively communicate with a wide range of high-level partners and stakeholders.
- Proven ability to lead and motivate staff.
- Ability to maintain effective working relationships with colleagues and people of different nationalities and cultural backgrounds.
- Strong IT skills.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

PhD or equivalent degree in statistics, economics or related field.

LANGUAGES

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on the the ICSC Website. Please note that UNESCO is a non-smoking Organization.

[Apply online](#)

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.