



13 December 2017

## Vacancy Notice

- TITLE:** Senior Statistical Assistant
- CONTRACT TYPE:** Short-term contract: Service Contract
- DURATION:** Approximately 6 months – until 30 June 2018
- SALARY:** CAD 3,417.67/month net of taxes
- OFFICE:** UNESCO Institute for Statistics  
Education Standards and Methodology Section (ESM)  
Household Surveys and Equity Unit (HSE)
- NATIONALITY:** In order to be eligible for this contract, applicant must be a Canadian citizen, permanent resident of Canada or hold a valid Canadian work permit.

**DUTIES:** Under the overall administrative authority of the Director of the UNESCO Institute for Statistics (UIS), the general guidance of the Head of Section Education Standards and Methodology (ESM), and direct supervision of the Programme Specialist in the Household Surveys and Equity Unit (HSE), the incumbent will perform the following functions:

1. Maintenance and expansion of the UIS archive of household surveys with education data:
  - a) Obtain household survey datasets from public sources, including Demographic and Health Surveys (DHS), Multiple Indicator Cluster Surveys (MICS), and other national and international survey programmes.
  - b) Extract data from national population censuses, including data from the Integrated Public Use Microdata Series (IPUMS).
  - c) Assess the quality of household survey and census data by reviewing datasets, survey documentation, and questionnaires.
  - d) Standardize household survey datasets for batch processing and indicator production at the UIS.
2. Calculation and documentation of education indicators:
  - a) Contribute to the definition and formula specification of education indicators generated from household survey data.
  - b) Calculate education indicators from household survey and census data, disaggregated by sex, location, wealth and other dimensions.
  - c) Assess the reliability of indicator estimates through comparison with data from other sources and examination of sample size, standard errors and other information.
  - d) Review and improve the documentation of education indicators in the UIS Glossary.

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3. Data dissemination:
  - a) Review and update the theme tree and dimensions for the UIS dissemination database with education statistics.
  - b) Prepare data sets with education indicators for inclusion in the UIS database and use in other UIS products, such as UNESCO fact sheets and reports.
  
4. Analysis of education data from household surveys and administrative records:
  - a) Analyze household survey data on education, with an emphasis on data needed for monitoring of the Sustainable Development Goals.
  - b) Complement the analysis of household survey data with analysis of education data from administrative records, as needed.
  - c) Draft contributions to UIS reports, technical papers, fact sheets (e.g. on out-of-school children) and other products.
  - d) Prepare statistical tables and charts for the UIS website and other UIS products.
  
5. Other tasks:

Perform any additional activities that may be required in support of the mandate of the UIS and to ensure the success of the work team.

**EDUCATION:** Completion of secondary, technical or vocational education is required. Completion of post-secondary education including courses or training in statistics, data processing, data management or statistical methods is an asset.

**EXPERIENCE:** At least eight years of relevant full-time professional experience in the collection, verification, processing or analysis of statistical data is essential. Professional experience within a Governmental or UN Organization is an asset.

**LANGUAGE:** Excellent knowledge of English or French and a good working knowledge of the other language. A working knowledge of Arabic, Chinese, Russian or Spanish is an asset.

### **SKILLS/COMPETENCIES:**

- An aptitude for numbers and the ability to present statistics in tabular and graphic form are required.
- Strong analytical skills and the ability to manage and analyse large data sets with a statistical package. In-depth knowledge of Stata is preferred; knowledge of SQL is an asset.
- Proficiency in MS Word and Excel.
- Good organisational skills are essential for timely implementation of work plans, as well as an excellent team spirit and the ability to maintain effective working relationships in a multi-cultural environment.
- Excellent written and oral communications in English. Good written and oral communications skills in French are highly desirable.
- Demonstrated experience as an author of technical papers and analytical reports, preferably in the field of education statistics or a related area.

**TO APPLY:** Candidates wishing to be considered for this position are invited to e-mail the following to [uis.recruitment@unesco.org](mailto:uis.recruitment@unesco.org):

- i. Completed UNESCO application form (available on the UIS website under '[Employment and Procurement](#)').
- ii. Letter of intent/motivation.

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- iii. Contact information (name, title, organization, address, telephone, email) for 3 reference persons of whom at least one is a current or former supervisor.

Please use as the e-mail header/subject: **"FAMILY NAME, Sr Stat Asst, ESM"** (e.g. SMITH, Sr Stat Asst, ESM).

**Written tests may be used in the evaluation of candidates.**

**CLOSING DATE:** Until such time as a qualified candidate is identified.