

**Title:** Senior Statistical Assistant  
**Domain:** Statistics/Learning Outcomes  
**Grade:** G6  
**Post Number:** 1CAUIS0052PA  
**Organizational Unit:** UIS/LOS  
**Duty Station:** Montreal  
**Type of contract:** Project Appointment  
**Annual salary:** 41,590 CAD  
**Deadline (midnight, Montreal time):** 08-Mar-19

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

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### Overview of the functions of the post

Under the overall administrative authority and general guidance of the Director of the UNESCO Institute for Statistics (UIS), the incumbent will perform the following functions:

#### 1. Research and analysis on Learning Assessments (60%)

- a) Respond to external requests for data from researchers, students and other data users, and provide clarifications about learning assessments (LA) data published by the UIS.
- b) Provide research support to analyse the Database of LA and draft communication documents to disseminate its findings.
- c) Contribute to the preparation of specialised presentations, reports and papers about LA and produce documentation for meetings as required.
- d) Assist in the development and implementation of the second round of data collection for the Database of LA.

#### 2. Data processing (30%)

- a) Processing data for the Catalogue of LA questionnaires by undertaking data quality assurance and corrective action.
- b) Prepare a clear and concise report for each processed questionnaire highlighting the data quality issues and clarifications required from the focal point.
- c) Communicate with the focal points for data processing and follow-up, as needed.
- d) Conduct the necessary data cleaning and recoding procedures to update the master table used to feed the Database of LA.
- e) Prepare data transfer from the master table to an SPSS database and produce supporting documentation.

#### 3. Other (10%)

- a) Assist with the organization of meetings and workshops and take part in them, as required.
- b) Perform any additional activities that may be required to ensure the success of the work of the team as assigned or as requested by the immediate supervisor.

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### Competencies

A successful candidate will be required to demonstrate the following competencies:

Accountability  
Communication  
Teamwork  
Innovation  
Results focus  
Planning and organizing  
Knowledge sharing and continuous improvement

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For detailed information please consult the [UNESCO Competency Framework](#)

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## Required qualifications

### **Education**

Completion of secondary, technical or vocational education is required.

### **Work Experience**

At least eight years of professional experience in quantitative and qualitative analysis techniques and report drafting. At least one year of work experience in Learning Assessments and good knowledge of their characteristics. Good knowledge of MS Excel, MS Access and SAS.

### **Skills and 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.
- Good organizational 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.
- Demonstrated writing abilities including contribution to or (co-) authorship of technical papers and analytical reports, preferably in the field of learning assessments or a related area.

### **Languages**

Excellent knowledge of English. A working knowledge of French is a strong asset

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## Desirable qualifications

### **Education**

Completion of post-secondary education including courses or training in statistics, data processing, data management or statistical methods is an asset.

### **Work Experience**

Professional experience within a Governmental or UN Organization is an asset.

### **Skills and competencies**

Good written and oral communications skills in French are highly desirable.

### **Languages**

Working knowledge of another official UN language (Arabic, Chinese, Russian or Spanish).

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## Assessment

An assessment exercise may be used in the evaluation of candidates

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## How 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) :

- Completed UNESCO application form (available on the UIS website under 'Employment and Procurement').
- Letter of intent/motivation.
- 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, LO** " (e.g. **SMITH, Sr Stat Asst, LO**).

Written tests may be used in the evaluation of candidates.

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## Benefits and entitlements

Benefits include: 30 days annual leave, family allowance, medical insurance and pension plan. More details can be found on the ICSC Website.

Please note that UNESCO is a non-smoking Organization.

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*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.  
UNESCO applies a zero tolerance policy against all forms of harassment.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**