

**Title:** Senior Regional Adviser  
**Domain:** Statistics  
**Grade:** P-4  
**Post Number:** 6SNUIS0003PA  
**Organizational Unit:** UNESCO Institute for Statistics  
**Duty Station:** Dakar, Senegal  
**Type of contract:** Project Appointment  
**Annual salary:** USD 99 330  
**Deadline (midnight, Montreal time):** 15 December 2018

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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

The role of the incumbent is to establish and reinforce the UIS presence in the assigned region, within the overall framework of the UIS Medium Term Strategy and the annual work programme. The incumbent will advise on and implement policies and activities related to national capacity building in statistical functions, structures, and policies.

The incumbent will also ensure efficient and effective delivery of the UIS mandate in the region, including among others:

- Follow-up and review of the SDG4-Education 2030 progress
- Strengthening and expanding regional Education 2030 coordination
- Collaborative work on all UNESCO areas of competencies

1. As the Local Focal Point of the UIS in the region, lead the follow up on the data collection in the region with comparatively greater emphasis on education through the following actions:
  - a. In coordination with the Head of Section, Education Surveys (ESS) support regional activities related to the UIS questionnaires' completion and data reporting by Member States to advance the implementation of the field strategy through more effective practices.
  - b. At the beginning of each year provide to the Director's Office (DO) and the Head of Section ESS an annual plan outlining the priorities for the region and recommending actions for the year.
  - c. Follow up on the response rates in the region and coordinate the needed actions to maintain or increase the current response rates with the Head of Section ESS.
  - d. Prepare quarterly reports on data collection trends and issues to the Head of Section ESS evaluating the causes in the progression or lack of it in the region.
  - e. Prepare relevant programme reports required for section management, donors, budget reviews, programme analysis, annual reports, etc.
  - f. Ensure that all field operations related issues are effectively and efficiently coordinated with the DO and the Head of ESS, Education Standards and Methodology (ESM) and Data Analysis and Outreach (DAO).
2. Serve as UIS liaison for the region to facilitate the implementation of the UIS Programme in the region in the areas of Science, Culture and Communication (SCC).
3. Participate in the development of regional analysis activities aimed at supporting the monitoring and follow-up of the Sustainable Development Goals (SDGs) and the Education 2030 Agenda; working closely with other units in UNESCO regional and field offices to cover cross-cutting themes such as gender and inclusive education, while ensuring the inclusion and cost-coverage of monitoring and evaluation functions, and also activities related to statistics and indicators, in their programmes.
4. Identify key stakeholders in the region and enhance the UIS's network of partnerships involved in data quality at national and regional levels
5. Participate in resource mobilisation through regional and inter-regional collaboration and co-ordination of multilateral and bilateral funding and in matters related to statistics and information systems.

6. Represent the UIS in meetings and other missions as requested by the UIS Director or by the relevant sections of the UIS in Montreal, Canada.

7. Supervise and monitor UIS employees at the duty station and UIS statistical advisors posted at Field offices, whose objective will be to strengthen national capacities to collect data and produce, analyse and disseminate statistical information in the UIS fields of competence.

8. 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.

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## Competencies

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

### Core Competencies

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

### Managerial Competencies

Driving and managing change  
Strategic thinking  
Making quality decisions  
Building partnerships  
Leading and empowering others  
Managing performance

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

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## Required qualifications

### Education

Advanced university degree in statistics or a closely related discipline (such as demography, economics, mathematics, social sciences with a substantial applied statistics component).

### Work Experience

A minimum of 7 years of professional experience in technical assistance and project management pertaining to statistical and information practices, processes and systems is required, of which at least 3 years acquired at international level or within governmental organization/agency.

### Skills and competencies

- Demonstrated leadership, management and supervisory skills. Strong analytical and conceptual skills.
- Ability to establish a collaborative team environment with a strong performance orientation (i.e. managing for quality and results) and proven experience in developing and motivating staff.
- The ability to communicate effectively both orally and in writing and to build alliances and partnerships through consensus and persuasion.
- Technical competence in the use of information technology tools and both standard office and data processing/analysis software.

### Languages

An excellent working knowledge of English and strong knowledge of French.

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## Desirable qualifications

### Work Experience

Experience working in or with developing countries (e.g. Africa, Asia, Latin America or the Caribbean).

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.*

*Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

*UNESCO applies a zero tolerance policy against all forms of harassment.*

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

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### Languages

Knowledge of another UNESCO official 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

To apply, please send your application letter, UNESCO CV ([CV Form to be used](#)) and a list of 3 references (name, title, organization, address, telephone, email, including at least one current or former direct supervisor), by email: [uis.recruitment@unesco.org](mailto:uis.recruitment@unesco.org), mentioning FAMILY NAME PA6SN SRA (e.g. SMITH PA6SN SRA).

Application files will have to reach UNESCO Headquarters before **15 December 2018** midnight (Montreal time)

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### 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, as well as 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 can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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