

Post title: Senior Statistical Assistant
Domain: Statistics
Post Number: 1CAUIS0044PA
Grade: G6
Organizational Unit: UNESCO Institute for Statistics (UIS)
Primary Location: Montreal, Canada
Recruitment open to: Internal and External Candidates
Applicants must be Canadian citizens, permanent residents of Canada or hold a valid work permit for Quebec or Canada.
Type of contract: Project Appointment (PA)
Approx. Annual Net Salary: **41,012 CAD**
Deadline (*midnight, Montreal time*): 8 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS), and the direct supervision of the Head of Unit, Data Collection and Production Systems, Information Technology Services (ITS) Section, the incumbent's role is to perform specialised technical and procedural tasks related to statistical data analysis, dissemination of education data and indicators, as well as training and other functional support. Specifically, the incumbent will undertake the core activities below.

1. Development of indicators and implementation of methodology

- a. Assist in the development of, and maintain existing methods for indicator calculation and estimation, imputation, and calculation of regional averages.
- b. Program indicators based on user needs and specifications using UIS software and other programming languages.
- c. Assist with the dissemination of data and indicators during data releases.
- d. Investigate and resolve computation errors.
- e. Identify and communicate barriers to use, and improvement opportunities to unit management.

2. Drafting and maintenance of UIS technical documentation

- a. Contribute to and document best practices for validating UIS data.
- b. Create and maintain documentation on:
 - i. The implementation of indicators
 - ii. Tools and methods used for data, metadata, and indicator verification and presentation
 - iii. The UIS data release process
- c. Ensure timely delivery of documentation maintains a high degree of accuracy and completeness.

3. Maintain existing and implement new tools and methods

- a. Implement new and maintain existing methods and tools for:
 - i. Data, metadata, and indicator validation and verification
 - ii. Indicator calculation
 - iii. Data, metadata, and indicator dissemination
- b. Determine impact, ensure quality control, quality assurance, and data and metadata integrity in changes to methods and tools.
- c. Investigate opportunities for automation.
- d. Identify and communicate barriers to use and improvement opportunities to unit management.

4. Provision of training and methodological support

- a. Provide guidance and training to UIS staff on statistical definitions, calculation of indicators, estimation and imputation methods.
- b. Respond to internal and external queries on indicator calculation and estimation methods.

5. Other tasks in support of the team

- a. Perform additional activities to support the mandate of the UIS and ensure the success of the work team.

REQUIRED QUALIFICATIONS

EDUCATION

Completion of secondary, technical or vocational education is required; courses in statistical methods or data processing preferred.

WORK EXPERIENCE

- At least eight years of relevant work experience involving the processing, analysis and presentation of statistical data, preferably in social sciences.
- Experience programming indicators, and developing estimation methods.

SKILLS/COMPETENCIES

- In-depth knowledge of statistical concepts, indicator definitions and calculation methods.
- Advanced computer skills and in-depth knowledge of various office and statistical applications including MS Office, Visual Basic for Applications, SQL, XML, Notepad++ and web browsers.
- Accuracy, attention to detail and good organizational skills.
- Ability to design dynamic tables and create statistical graphs using statistical software.
- Ability to synthesise and analyse statistical data and information from various sources.
- Good written and oral communication skills and an ability to explain technical matters to non-specialized audiences.
- Strong interpersonal skills and multi-cultural sensitivity.
- Time management skills, including an ability to manage competing priorities under tight deadlines.
- Strong client orientation and commitment to high-quality results.

LANGUAGES

Excellent knowledge of English or French and good knowledge of the other language is required.

DESIRABLE QUALIFICATIONS

EDUCATION

CEGEP or a bachelor's or equivalent degree in statistics or another field with a strong quantitative component.

WORK EXPERIENCE

Professional experience in a government or international organization.

SKILLS/COMPETENCIES

- Knowledge of standards and regulations in UNESCO's fields of competence is an asset
- Knowledge of statistical software such as Stata, SAS, SPSS, or R would be an asset.

LANGUAGES

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries for local employees are calculated in CAD dollars and exempt from income tax. If applicable/eligible, benefits include: 30 days annual leave, family allowance, language allowance, pension plan and medical insurance. More details can be found on the ICSC Web site (<http://icsc.un.org>).

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

Please submit via email: i) a full CV using the UNESCO form available on the UIS website under '[Employment Opportunities](#)'; ii) a letter of motivation; and iii) a list of 3 references (name, title, organization, address, telephone, email), including at least one current or former direct supervisor. Address email to: uis.recruitment@unesco.org, by 7 January 2018 (midnight, Montreal time). Kindly use as email subject header: FAMILY NAME First Name PA44 MET (e.g. SMITH Roberta PA44 MET).

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES