

Title: Programme Specialist [Head of Unit]
Domain: Statistics
Grade: P-3
Post Number: 1CAUIS0047PA
Organizational Unit: UNESCO Institute for Statistics. Education Standards and Methodology Section, Household Surveys and Equity Unit
Duty Station: Montreal, Canada
Type of contract: Project Appointment
Duration of contract: 12 months with possible extension upon availability of funds and satisfactory performance
Annual salary: USD 79 907

Deadline (midnight, Paris time): 2 September 2018

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

Overview of the functions of the post

Under the overall administrative authority of the Director of the UNESCO Institute for Statistics (UIS) and under direct supervision of the Head of Section, Education Standards and Methodology, the Programme Specialist will lead the work of the Household Surveys and Equity Unit. A key objective of the unit is improvement of the availability and quality of education indicators calculated from household surveys and population censuses, including disaggregated data for the monitoring of equity.

1. Lead the work of the Household Surveys and Equity Unit and supervise the production of education indicators from household surveys and population censuses.
 - a) Manage the development and expansion of the UIS database with disaggregated education data.
 - b) Lead the definition, documentation and programming of education indicators from survey and census data, including indicators for monitoring of equity.
 - c) Develop and implement data processing standards and procedures and ensure adherence to them.
 - d) Assess the quality of data from household surveys and population censuses and promote standards of good practice.
 - e) Train, guide and review the work of statistical support staff on the extraction of data from surveys and censuses, entry and retrieval from databases, and statistical calculations and compilations.
2. Contribute to the development of methodologies and standards in the field of education statistics.
 - a) Develop and maintain UIS household survey methodology, documentation and tools, in collaboration with other UIS staff.
 - b) Contribute to the development of guidelines and tools to help countries collect, use and report survey and census data to the UIS.
 - c) Liaise with partner organizations and ensure coordination of activities and harmonization of standards regarding education data from household surveys.
 - d) Coordinate the activities of the Inter-Agency Group on Education Inequality Indicators (IAG-EII).
 - e) Represent the UIS at meetings related to household survey data and standards.
3. Carry out analysis of education data.
 - a) Conduct analysis of survey and census data using specialized statistical packages (such as Stata), Excel and other tools.
 - b) Draft contributions to publications by the UIS and partner organizations, the UIS website and other UIS products.
 - c) Review and assure the accuracy of publications and other products by the UIS and partner organizations with education statistics from surveys and censuses.
4. 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.

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

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

Required qualifications

Education

Advanced university degree in statistics or mathematics or in the field of education or the social sciences with a substantial quantitative component (e.g. demography or economics).

Work Experience

A minimum of 4 years of relevant professional experience in technical assistance and project management pertaining to statistical and information practices, processes and systems.
Demonstrated experience in applied social statistics.
Experience in drafting analytical reports based on education statistics.
Experience in collecting and analysing household survey or census data.

Skills and competencies

Good software/I.T. skills, particularly in the use of software applications for survey data analysis and operational activities.

Languages

An excellent working knowledge of English.

Desirable qualifications

Work Experience

A minimum of two years' experience at international level.

Languages

A good knowledge of French.
Knowledge of another UNESCO official language (Arabic, Chinese, Russian or Spanish).

Assessment

An assessment exercise may be used in the evaluation of candidates.

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, mentioning FAMILY NAME PA47 ESM (e.g. SMITH PA47 ESM).
Application files will have to reach UNESCO Headquarters before **2 September 2018** midnight (Paris time)

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.

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.

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.