

Title: Associate Programme Specialist
Domain: Statistics
Grade: P-2
Post Number: 3CLUIS0003PA
Organizational Unit: UNESCO Institute for Statistics/Regional Field Network, Latin America and the Caribbean (LAC)
Duty Station: Santiago, Chile
Type of contract: Project Appointment
Annual salary: USD 63,155.00
Deadline (midnight, Paris time): **31 August 2018**

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

Overview of the functions of the post

Under the overall authority of the Director of the UNESCO Institute for Statistics and direct supervision of the Senior Regional Adviser, LAC and in conjunction with other staff at the regional office, the incumbent will be responsible for providing technical support to national authorities in the areas of statistics, including supporting teams undertaking statistical projects, development of supporting information systems, and liaising with UIS HQ and national ministries to assist in the data collection process within the various countries in the region. The incumbent contributes directly to the UIS data collections in education and to the improvement of data in the fields of education, science, culture and communication.

The incumbent will carry out the following tasks:

1. With a focus on education statistics, support the implementation of UIS sponsored projects and surveys in the region and contribute to improving data quality submission to UIS by ensuring follow up with national statisticians and providing statistical and methodological support to them to collect, analyse and report data.
2. Support the various ministries and regional partners involved in the fields of UNESCO competence through participation in national, regional and sub-regional activities aimed at improving the collection, analysis and reporting of statistics in the fields of education, culture, communication, science and technology.
3. Support national teams in the diagnosis and identification of country's statistical needs in UNESCO's areas of competence, enhance statistical information systems and develop evaluation processes to monitor effectively progress towards national and international goals in the relevant programme fields.
4. Assist with the preparation of statistical tables, graphs and analyses used in the production of national, regional and global analytical products and materials to improve the visibility of UIS as well as national and regional data.
5. Perform any additional activities that may be required in support of the mandate of the UIS and to ensure the success of the 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

An 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 2 years of relevant professional experience in the field of statistics, including data analysis and project management components, of which at least 1 year acquired at international level or within a governmental organization/agency.

Skills and competencies

- Proven ability to provide advice to national statisticians on statistical and methodological issues related to data collection, analysis and reporting
- Ability to analyse project proposals and monitor project implementation.
- Excellent information technology skills including an advanced knowledge of spreadsheet and database software.
- Ability to communicate effectively (oral and written) and make presentations to a broader audience.
- Excellent inter-personal skills and the ability to work effectively in a team and a multi-cultural environment.

Languages

- An excellent working knowledge of either English or Spanish and very good knowledge of the other is required.

Desirable qualifications

Work Experience

- Experience working in or with developing countries is an asset (e.g. Africa, Asia, Latin America or the Caribbean).
- Familiarity with the work and general functioning of international organizations and/or the UN System.
- Experience of operational projects implementation.
- Knowledge of the Sustainable Development Goal (SDG) 4, including global and regional indicator frameworks.

Skills and competencies

- Knowledge of UNESCO rules and procedures as well as administrative practices.

Languages

- Knowledge of French or Portuguese is an asset.

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 3CLPA03 SGO (e.g. SMITH 3CLPA03 SGO).

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.

Application files will have to reach UNESCO Headquarters before **31 August 2018** midnight (Paris time)

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.