



United Nations
Educational, Scientific and
Cultural Organization

UNESCO
INSTITUTE
for
STATISTICS

February 26, 2010

Vacancy Notice

- TITLE:** Project Support Assistant
- CONTRACT TYPE:** Term contract 6 months (Special Service Agreement)
- SALARY:** CAD \$ 2,552.25/month net of taxes
- OFFICE:** UNESCO Institute for Statistics
Data Processing and Standards Unit
- QUALIFICATIONS:**
- 1. EDUCATION:** Completion of postsecondary (CEGEP) or equivalent level education, and additional training in Microsoft software.
 - 2. EXPERIENCE:** At least five to seven years of relevant experience in the field of survey operations is required. Working knowledge of Microsoft CRM and SharePoint is required. Experience in the collection, verification and/or processing of statistical data would be an asset.
 - 3. LANGUAGE:** Excellent knowledge of English both written and spoken and good knowledge of French. Fluency in Arabic, Russian or Spanish would be an asset.
- GENERAL REQUIREMENTS:** Proficiency in MS Word and MS Outlook with advanced skills in MS Excel is essential. Strong communication and project management skills. Must be flexible and have the ability to adapt to changing requirements. Must enjoy working in teams and under tight time constraints.
- NATIONALITY:** Applicants must be either Canadian citizens or permanent residents of Canada to fulfil this contract.

VACANCY NOTICE PROJCT SUPPORT ASSISTANT DPSS – UIS (CONT.)

-2-

OCCUPANT RESPONSIBLE TO: Programme Specialist, DPSS

DUTIES:

Under the overall administrative authority of the Director of the UNESCO Institute for Statistics (UIS), the general guidance of senior staff in the context of the Institute teams and under direct supervision of the Programme Specialist, Data Processing and Standards, the incumbent will in particular:

1. Support all UIS teams in the use of CRM for contacts management
2. Support the implementation of survey processes in CRM
3. Support the implementation of SharePoint for surveys and teams
4. Provide administrative support for the management of projects
5. Support the creation of management reports
6. Enter and clean contact records into CRM
7. Perform any additional activities that may be required to ensure the success of the work team as assigned or as requested by the supervisor.

TO APPLY:

Persons wishing to be considered for this position are invited to submit electronically a completed UNESCO CV (available on the UIS website under 'jobs') with a letter of introduction to: recruitment@uis.unesco.org. Please use "**FAMILY NAME, Given name, Project Assistant DPSS**" (i.e. DOE, John, Project Assistant DPSS) as the e-mail header/subject. If the application cannot be sent online, a fax may be sent to 'UIS Recruitment' at +1 514 343 6882.

**APPLICATIONS TO BE
ADDRESSED TO:**

UIS Recruitment
UNESCO Institute for Statistics (UIS)
recruitment@uis.unesco.org

CLOSING DATE FOR THE

RECEIPT OF APPLICATION: On-going, roster

VACANCY NOTICE PROJÉT SUPPORT ASSISTANT DPSS – UIS (CONT.)

-3-

CONDITIONS OF SERVICE – SPECIAL SERVICE AGREEMENT

1. STATUS OF THE SUBSCRIBER

Subscribers to Special Service Agreements (SSA) are neither "staff members" under the Staff Regulations and Staff Rules of UNESCO nor "officials" for the purpose of the Convention on the Privileges and Immunities of the Specialized Agencies. They are, however, bound by the Standards of Conduct in the International Civil Service.

2. RIGHTS AND OBLIGATIONS

The subscriber shall refrain from any conduct that would adversely reflect on UNESCO and shall not engage in any activity that is incompatible with the aims and objectives of the Organization. Subscribers shall exercise the utmost discretion in all matters relating to the performance of their functions.

He/she shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship, or on the integrity, independence and impartiality which is required by that relationship.

Unless otherwise authorized in writing by the appropriate official in the office concerned, subscribers may not communicate to any person or entity external to UNESCO any information that has not been made public and which has become known to them by reason of their association with UNESCO.

While the subscriber is not expected to give up any national sentiments or political and religious convictions, he/she shall at all times bear in mind the reserve and tact required by reason of his/her relationship with UNESCO.

The Subscriber will not accept any favor, gift or remuneration from any source external to UNESCO without first obtaining approval from the Director-General.

3. INTELLECTUAL PROPERTY RIGHTS

UNESCO shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the subscriber. At the request of UNESCO, the subscriber shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

4. MEDICAL CLEARANCE

Prior to their appointment Subscribers to SSA should provide a medical certificate issued by a local practitioner confirming their fitness for work.

5. REMUNERATION

As full consideration for services performed by the Subscriber under this Agreement, UNESCO shall pay an amount, gross, in local currency, per day or month, or as an all inclusive lump sum, as applicable.

6. TAXATION

UNESCO undertakes no liability for any taxation or other contributions payable by the Subscriber on any income from this Agreement.

7. SOCIAL SECURITY

The subscriber is fully responsible for arranging at his/her expense, such life, health and other forms of insurance covering the period of service for UNESCO, as appropriate. He/she is not eligible to participate in the life and health insurance schemes available for staff members. UNESCO's responsibility is limited to the payment of compensation under the conditions described in paragraph 11 below.

8. ANNUAL LEAVE

For any contract of six months and more or subsequent contracts bringing the time of service to a minimum of six months the Subscriber shall be entitled to one day of annual leave for each month of service. All accrued leave must be taken during the period of employment. Compensation shall not be paid for unused accrued annual leave at the end of the agreement.

9. SICK LEAVE

When the SSA or the continuous services of the Subscriber reach six months or more the Subscriber shall be entitled to one day of paid sick leave for each month of service whenever he/she is medically unfit for work.

10. WORKING HOURS AND OFFICIAL HOLIDAYS

The working hours and official holidays will be established in line with the local conditions and UN system practice in the duty station.

11. COMPENSATION FOR SERVICE INCURRED INJURY, ILLNESS, DISABILITY OR DEATH

In the event of injury, illness, disability or death during the period of service which may be attributable to the performance of services under the terms of this Agreement, the Subscriber is covered through a global policy, and will be entitled to compensation only as set forth in the policy, which may be subject to change.

12. SETTLEMENT OF DISPUTES

Any dispute relating to or arising out of this Agreement shall, if attempts at settlement by negotiation have failed, be submitted to a binding arbitration at the duty station by a single arbitrator agreed upon by both parties. Should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the Chairperson of the UNESCO Appeals Board shall appoint the arbitrator.

13. TERMINATION

Either party may terminate the contract at any time giving the other party a minimum of five working days written notice in advance of the date of termination. If the Organization takes the initiative to terminate the contract, compensatory pay may be made "in lieu" of notice, in addition to a reasonable compensation equivalent to one day of salary for each unexpired week of the contract, unless such termination is the result of the Subscriber's improper conduct or violation of any term of the contract. In this case the Subscriber shall not be entitled to any notice or compensation. Any cost incurred by UNESCO resulting from the improper termination of this Agreement by the Subscriber may be withheld from any amount otherwise due to the subscriber from UNESCO.