

Post title: Statistical Assistant
Domain: Statistics
Post Number: 1CAUIS0022PA
Grade: G5
Organizational Unit: UNESCO Institute for Statistics (UIS)
Primary Location: Montreal, Canada
Recruitment open to: Internal and External Candidates
Type of contract: Project Appointment (PA)
Annual Salary: **36,464 CAD**
Deadline (*midnight, Montreal time*): 20 February 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS) and under the direct supervision of the Programme Specialist responsible for the Latin America and the Caribbean region in the Education Indicators and Data Analysis (EIDA) Section, the incumbent's role is to perform specialised technical and procedural tasks related to statistical data analysis and dissemination of education data and indicators. Specifically, s/he will undertake the core activities below:

1. Education Data Quality and Coverage:

- Support the professional staff responsible for education data for the region.
- Assist in the monitoring and improvement of the data and metadata quality for the countries of the region by reviewing data coverage and completeness, evaluating historical data trends and, where required, making estimates for key missing or incomplete data items.
- Analyse indicators and follow-up with data providers by drafting concise and clear communications and providing explanatory tables and figures.

2. Education Data and Indicator Dissemination:

- Extract and test data and indicators from the UIS database in preparation for each of the annual education data releases. Review consistency and quality of data and indicators across countries and years, identify errors and correct/revise underlying data.
- Design and create dynamic tables using MS Excel macros for data extraction and graphs and charts for use in UIS publications and presentations or on-line data visualizations.
- Draft short analytical texts (e.g. boxes for reports, articles for the UIS Website, UIS Factsheets) on education statistics.

- Respond to data requests (internal and external) and provide clarifications or technical explanations about education data published by the UIS.
 - Prepare documents and deliver presentations on behalf of the Section or of the Institute during special events, at selected conferences or to visiting delegations from Member States.
3. Workshop/Meeting Logistics and Project Participation:
- Participate in specific cross-cutting projects designed to deliver the Section's regular outputs or to improve the quality of the work of the Institute, taking responsibility for delivery of specified outputs or products and contributing to the successful completion of the project.
 - Participation in and contribution to regional workshops and meetings with national statisticians.

REQUIRED QUALIFICATIONS

EDUCATION

Completion of post-secondary (Cegep or equivalent), general, technical or vocational education, preferably with completion of statistical methods or data processing courses is required.

WORK EXPERIENCE

At least five years of relevant work experience; of which one to two years involving the review, analysis and presentation of statistical data, preferably on education.

SKILLS/COMPETENCIES

- Ability to collect, synthesise and analyse (statistical) information from various sources.
- Aptitude for working with numbers, accuracy and attention to detail and good organizational skills.
- Advanced computer skills and statistical programming, including proficiency in MS Word, MS Outlook, MS Access, MS PowerPoint, web browser and advanced skills in MS Excel.
- Ability to design dynamic tables and create statistical graphs using statistical software.
- Good written and oral communication skills.
- Strong interpersonal abilities and multi-cultural sensitivity.
- Time management skills and quality/client orientation.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- A bachelor or equivalent degree in statistics or another field with a strong quantitative component is an asset.

WORK EXPERIENCE

- Professional experience in a government or international organization would be an asset.

SKILLS/COMPETENCIES

- Knowledge of Visual Basic for programming, SQL and/or statistical software such as STATA, SAS would be an asset.

LANGUAGES

- A working knowledge of another official UN language (Arabic, Chinese and Russian) would be an asset.

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 a full CV using the UNESCO form available on the UIS website under '[Employment Opportunities](#)', together with a letter of motivation, and a list of three references, including at least one current or former direct supervisor. Address email to: uis.recruitment@unesco.org, by 20 February 2015 (Midnight, Montreal time). Kindly use as email subject header: FAMILY NAME First Name PA0022 EIDA (e.g. SMITH Roberta PA0022 EIDA).

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES