

19 December 2016

Vacancy Notice

- TITLE:** Statistical Assistant
- CONTRACT TYPE:** Short term Contract: Service Contract
- DURATION:** 8 months
- SALARY:** CAD 3,107.50/month net of taxes
- OFFICE:** UNESCO Institute for Statistics
Science, Culture and Communication Section (SCC),
Science, Technology and Innovation Unit (SCC/STI)
- NATIONALITY:** In order to be eligible for this contract, applicant must be a Canadian citizen, permanent resident of Canada or hold a valid Canadian work permit.
- DUTIES:** Under the overall administrative authority of the Director of the UNESCO Institute for Statistics (UIS), the general guidance of the Head of Section Science, Culture, and Communication (SCC), and direct supervision of the Assistant Programme Specialist in Science, Technology and Innovation (STI) statistics, the incumbent will in particular perform the following functions:
- 1) Maintain and update the UIS SCC statistics databases, particularly the STI statistics databases:
 - a) Liaise with UIS IT Services in carrying out STI statistical data collections, process data submissions and produce data reports by drafting concise and clear communications to countries explaining problems and providing appropriate explanatory tables and figures, follow up with countries and finalise the data series;
 - b) Maintain accurate and up to date records regarding the status of country reporting, data processing related STI data, etc.
 - c) Extract and review STI data from the relevant external partners and import them into STI statistics databases;
 - d) Calculate and verify STI data and indicators and prepare them for the data releases, including updating and processing STI metadata;
 - e) Prepare contact lists for the STI data collections and maintain the STI contacts updated in Customer Relationship Management (CRM) software;
 - f) Prepare mail-out and reminder templates for the STI data collections and send them off to target countries, if the need arises;
 - g) Collaborate with IT Services in the implementation of software tools for data management, by testing, verifying, and proposing modifications and adjustments;
 - h) Capture main historical R&D data from old UNESCO database and UNESCO Yearbooks.

VACANCY NOTICE Statistical Assistant, STI – UIS (CONT.)

-2-

- 2) Prepare UIS statistical outputs for public releases and inclusion in official publications as well as for internal purposes:
 - a) Identify STI data/indicators, extract them and create tables, maps and graphs;
 - b) Write explanatory notes and other metadata;
 - c) Proof-read and translate texts and statistical tables, graphs and other related materials including draft questionnaires and instruction manuals;
 - d) Respond to data requests from internal and external clients.
- 3) Support the organisation of workshops and meetings:
 - a) Manage nominations from participating countries, arrange logistics and infrastructure;
 - b) Write and make presentations, prepare supporting documentation for bilateral meetings, provide administrative support;
 - c) Summarise the results of the meetings and post them on UIS website.
- 4) Assist in other tasks of the Section: maintain STI statistics webpage at the UIS website by updating the contents such as workshop proceedings, maintaining the STI glossary, etc.
- 5) Perform any additional activities that may be required to ensure the success of the team as requested by the supervisor.

EDUCATION: Post-secondary education (Cegep or equivalent) preferably with completion of statistical methods or data processing courses. Additional training in data management or statistics would be an asset.

EXPERIENCE: At least five years of relevant full-time professional experience in the collection, verification, processing or analysis of statistical data is essential. Professional experience within a Governmental or UN Organization would be an asset.

LANGUAGE: Excellent knowledge of English is required. A good knowledge of French is highly desirable. A working knowledge of Arabic, Chinese, Russian or Spanish would be an asset.

SKILLS/COMPETENCIES:

- An aptitude for numbers and the ability to present statistics in tabular and graphic forms are required.
- Ability to manage and analyse large data sets using advanced functions of MS Excel.
- Proficiency in MS Word/Outlook. Advanced skills in MS Excel 2010 including the creation use of macros and graphics tools is required.
- Knowledge of statistical programming and ability to use MS Access, SQL, SPSS or Stata would be an asset.
- Time management, good organizational and interpersonal skills.

VACANCY NOTICE Statistical Assistant, STI – UIS (CONT.)

-3-

- Team spirit, diplomacy/tact and cultural sensitivity.
- Excellent written and oral communications in English. Good written and oral communications skills in French are highly desirable.

TO APPLY:

Candidates wishing to be considered for this position are invited to e-mail the following to: uis.recruitment@unesco.org

- a completed UNESCO CV (available on the UIS website under '[About Us/Employment & Procurement](#)');
- a letter of intent/motivation; and
- contact information (name, title, organization, address, telephone, email) for 3 reference persons of whom at least one is a current or former supervisor, to: uis.recruitment@unesco.org.

Please use as the e-mail header/subject: "**FAMILY NAME, Stat Asst, STI**" (e.g. SMITH, Stat Asst, STI). If the application cannot be sent online, a fax may be sent to 'UIS Recruitment' at +1 514 343 6882.

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Written tests may be used in the evaluation of candidates.

CLOSING DATE: **Until such time as a qualified candidate is identified**