

# Job Title: Project Officer (Quality Assurance)

Post Number : 1CAUIS0065PA

Grade : P-3

Parent Sector : UNESCO Institute for Statistics (UIS)

Duty Station: Canada

Job Family: Education

Type of contract : Project Appointment

Duration of contract : 1 year

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 15-DEC-2021

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

***Duration of contract: initially 1 year, with possibility of extension subject to availability of funds and satisfactory performance***

## BACKGROUND AND OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Institute for Statistics (UIS) is the statistical office of UNESCO and is the UN depository for global statistics in the fields of education, science, technology and innovation, culture and communication.

The UIS is the official source of internationally comparable data used to monitor progress towards the Sustainable Development Goal on education. The UIS is the official source of SDG 4 Global and Thematic Frameworks, SDG target 9.5 and SDG 11.4.1. and hosts and co-chairs the Technical Cooperation Group on the indicators for SDG 4.

The UIS was established to improve UNESCO's statistical programme and to develop and deliver timely, accurate and policy-relevant statistics needed in today's increasingly complex and rapidly changing social, political and economic environments. The UIS collects, collates and curates education, science and culture data and provides free access to data for UNESCO countries and regional groupings from 1970 to the most recent year available. Within the mandate of strengthening SDG reporting, the UIS has supported regions and countries in developing benchmarks for selected SDG 4 indicators and region-specific education indicators; and, under the leadership of the African Union, is responsible for reporting against the CESA framework. The UIS is developing a Global Education Observatory (GEO), with the vision of providing Member States and the international community with a gateway to education-related data that fulfils the need of national, regional and global stakeholders for easy access to information for decision making, which responds flexibly to short, medium and long-term priorities.

As part of its strategy for collaboration, brokerage and the generation of public goods the UIS has worked with UNICEF, World Bank, OECD and the GEMR on the Joint Survey of national education responses to COVID 19 and is developing resources to support the monitoring of commitments for Mission: Recovering Education 2021.

The UIS has a commitment to monitor the production of statistics to ensure the quality of the data disseminated and has designed a revised Statistical Quality Assurance Framework (SQAF). Under the overall authority of the UIS Director, the role will be responsible for the implementation and maintenance of the SQAF and Quality Policy for the UIS data releases.

## MAIN RESPONSIBILITIES AND TASKS

1. Promoting Quality Culture

- Promote a quality culture within the UIS based on the United Nations Principles Governing International Statistics Activities, total quality management principles, a comprehensive set of statistical quality dimensions, and standards such as the Generic Statistical Business Process Model (GSBPM) that promote harmonisation of statistical processes, including through regular reporting, communication and training.
2. Conducting the Quality Evaluation Programme
    - Conduct quality evaluations of all UIS statistical production processes (such as the Survey of Formal Education), and supporting statistical infrastructure processes (such as metadata management), with the aim of identifying areas for improvement in quality and/or performance, and implementing those improvements.
  3. Monitor progress, impact and tools for statistical production processes
    - Monitor statistical production processes as they take place, using key performance indicators (such as response rates), and quality gates (such as pre-dissemination quality control) with the aim of measuring progress and minimising the risk of errors during each processing cycle of each production process.
    - Identify, compare, and resolve data quality issues, and determine impact on UIS programme and policy related to data coverage and quality.
    - Evaluate large datasets for quality and accuracy ensuring adherence to data quality standards
    - Determine root cause for data quality errors, and make recommendations for long-term solutions.
    - Apply statistical analysis models to verify data accuracy.
    - Ensure data integrity by implementing quality assurance practices, making proposals to gather and enter missing data, and resolving anomalies.
  4. Further Development and Evolution of SQAF
    - Recommend improvements to SQAF based on experience in its use, coordinate and monitor the implementation of agreed improvements.
    - Keep track of all quality improvements that have been agreed and the status of their implementation.
  5. Quality Reporting to Users and Stakeholders
    - Develop a cut down version of a quality evaluation report that can be provided to key users of data from statistical production processes as an indication of the quality of the data they are using and as evidence that the UIS is committed to quality.
  6. Quality/Performance Reporting to the Director
    - Report to the Director on a quarterly basis on:
      - the results of each evaluation and the status of agreed quality/performance improvements;
      - quality training given; and
      - any major changes to the SQAF that have been implemented or are being considered.

## **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

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

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree in Mathematics, Economics, Analytics, data science, quantitative social sciences or related field.

### **Work experience**

- Minimum 4 years, of which preferably 2 years acquired at international level in statistical data production including cleaning, processing, compilation and statistical analysis; with experience with education data being highly desirable.
- Relevant experience in quality management of data activities including the establishment of quality policies, processes and tools.
- Proven experience using one or more of these statistical software or programming languages: Stata, SAS, SPSS, R or Python or other.

### **Skills/competencies**

- Understanding and knowledge of the management of statistical databases, systems design, and the production of statistical data in all phases of the data lifecycle.
- Ability to apply Quality Assurance Frameworks and other quality initiatives to understand best practice principles for data quality and continuous improvement.
- Ability to identify the key statistical issues and potential quality impacts for all stages of the collection process and take the appropriate steps to mitigate.
- Ability to conduct risk assessments on datasets through understanding the broad types for risk assessment: Within the source; Within the UIS; Wider environment.
- Ability to promote credibility of the quality of data to users of statistics through developing and promoting quality assurance practices internally and externally.
- Excellent written and oral presentation skills.

### **Language**

- Excellent knowledge of English.

## **DESIRABLE QUALIFICATIONS**

### **Experience**

- Four years or more of experience in the UN or other international development organisations with the collection and dissemination of Education Data.

### **Languages**

- Working knowledge of French.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our Guide to Staff Benefits.

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.