



Post title **Programme Specialist**
Organisational unit **UNESCO Institute for Statistics (UIS)**
Duty station **Montreal, Canada**
Grade **P-4**
Post number **1CAUIS0317ST**
Closing date **17 January 2011**

Main responsibilities Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS), and the direct supervision of the Head of the Education Indicators and Data Analysis (EIDA) Section, and in the context of the Institute teams, the incumbent will lead three regional teams: East and South Africa, West and Central Africa and the Arab States. He/She will have the following responsibilities:

- Manage core activities related to data collection and integration of education statistics in the international database.
- Lead methodological work concerning the development of statistical methods, standards and policies for the collection and interpretation of education statistics.
- Draft analytical and technical policies and texts pertaining to education statistics.
- Guide preparation of UIS presentations and publications, including both regional and global statistical reports as well as other UIS technical and analytic outputs.
- Supervise the processing and dissemination of data and contribute to the UIS web-site.
- Provide guidance and advice in the planning, operation and evaluation of statistical programmes and projects to other units, field offices and constituents of the organization.
- Design, monitor and supervise the development of new or improved international classifications, statistical methods and quantitative models for analyses and specific projects and ensure integration into current procedures.
- Coordinate the provision of data, analytical products, training and other support for key clients. Interpret data and results.
- Organize seminars, workshops, expert meetings.
- Manage, coach, evaluate, identify training needs and manage leave schedules for staff. Identify work objectives. Supervise external consultants in completion of project tasks.
- Maintain close liaison and expand cooperation within the field of responsibility throughout the organization and with other relevant national and international institutions to ensure full co-ordination of efforts; represent the organization at international and regional meetings and interagency activities.

- Profile**
- University degree (preferably at master's level) in statistics or a closely related numeric discipline (such as demography, economics or mathematics) or in the fields of education or social sciences with a substantial applied statistics component.
 - At least 7 to 10 years of work experience in applied social statistics (preferably education) is required. Professional experience of at least 3 year either within a UN or similar agency or in a Ministry would be an asset.
 - Experience in the planning, management and evaluation of statistical projects and programmes in the field of education;
 - Excellent knowledge of statistical concepts and methods.
 - Good analytical and drafting skills: ability to collect and analyze statistical information, and to prepare reports in a clear and concise manner.
 - Demonstrated oral and written communication skills. Experience in training and making presentations to specialised audience is required.
 - Ability to lead, motivate and maintain effective working relationships in a multi-cultural environment. Proven experience in supervising a team is required.
 - Excellent IT skills. Demonstrated skills using Microsoft Excel, databases as well as statistical software packages (SAS, SPSS etc) is necessary.
 - Experience providing IT requirements for Software Development projects and developing testing methodologies required.
 - Excellent knowledge of English or French and good knowledge of the other language. Knowledge of another official UN language would be an asset.

A written test may be used in the evaluation of candidates

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around USD\$ 111,730 (USD\$ 104,040 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCS, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **1CAUIS0317ST**

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: Recrutweb@unesco.org

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of October 2010 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Panama, Papua New Guinea, Paraguay, Poland, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Tajikistan, Tanzania (United Republic of), Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Yemen.