



Post title **Programme Specialist**
Organisational unit **UNESCO Institute for Statistics (UIS)**
Duty station **Montreal, Canada**
Grade **P-3**
Post number **1CAUIS0580ST**
Closing date **17 January 2010**

Main responsibilities Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS), under the Head of the Education Indicators and Data Analysis (EIDA) Section, and the direct supervision of the Programme Specialist, the incumbent will be the main focal point for education statistics in East Asia and Pacific region. He/she will have the following responsibilities:

- In the area of collection, production and application of national education indicators for East Asia and Pacific region:
 - Extract, analyse and evaluate data and liaise with other Units.
 - Maintain data quality by reviewing and validating indicators, giving feedback to data providers and developing a follow-up strategy at the country level.
 - Collect and maintain data from other sources to supplement UIS data and develop country expertise by desk research and national site visits.
 - Maintain ISCED mappings in collaboration with national statisticians in the region.
 - Organize and participate in regional meetings and statistical training, including documentation and delivery of presentations.
 - Organise, analyse and review regional and global statistical and analytical outputs.
- Manage autonomously a large-scale project related to development of modular education data collection instruments:
 - Research, design and pilot instruments at the regional level.
 - Lead internal EIDA teams.
 - Implement regional data collection instruments.
- Cultivate professional networks and represent the UIS at conferences, workshops and meetings;
- Provide training and guidance to statistical support staff and project teams;
- Lead in the implementation of activities related to Indicator and data development and/or education thematic projects.

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 4 to 7 years of work experience in applied social statistics (preferably in the field of education) is required. Professional experience of at least 2 years either within a UN or similar agency or in a Government Ministry would be an asset.
- Experience in the management of projects related to the data collection instruments and use.
- Knowledge of statistical concepts and methods.
- Good analytical and drafting skills: ability to collect and analyze statistical information and 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 and motivate a team and to maintain effective working relationships in a multi-cultural environment.
- Excellent IT skills. Demonstrated skills using Microsoft Excel, databases, as well as statistical software packages (SAS, SPSS etc) is necessary.
- Excellent knowledge of English or French and a 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\$ 92,640 (USD\$ 86,480 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 Fontenay, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **1CAUIS0580ST**
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.