



22 May 2018

Vacancy Notice

- TITLE:** Statistical Assistant
- CONTRACT TYPE:** Short-term contract: Service Contract
- DURATION:** 6 months - approximately July to December 2018
- SALARY:** CAD 3,129.67 / month (net of income taxes)
- OFFICE:** UNESCO Institute for Statistics
Science, Culture and Communication Section (SCC)
Culture and Communication Unit (CC)
- 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 direct supervision of the Head of Unit, Culture and Communication (and Acting Head of Section, Science, Culture and Communication), the incumbent will perform the following support functions:

1. Support the Culture and Communication Unit survey programme:
 - a. Assist in the design of new surveys.
 - b. Lead the survey mail-out process liaising with the relevant UIS units as needed.
 - c. Maintain the relevant contact lists in CRM for all Culture and Communication Surveys.
 - d. Conduct data collection, process and edit for selected surveys.
 - e. Communicate with and respond to survey respondents as necessary.
 - f. Collect secondary data to supplement the units primary data collection as necessary.
2. Assist with the preparation of missions, technical meetings and training workshops:
 - a. Help with the preparation of documentation.
 - b. Liaise with participants, experts and UNESCO field offices.
 - c. Support administrative and logistical activities.
3. Maintain the database of cultural goods and services trade data:
 - a. Extract data from the COMTRADE and WTO databases.
 - b. Enter data into the UIS database and verify its accuracy.
 - c. Prepare materials to support the UIS website as needed.
4. Assist with the preparation of the Units publications including data extraction, the production of graphs, tables and infographics for analytical products and the production of website content.

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5. Respond to internal and external requests for information from international organizations, media and other data users.

6. Perform any additional activities that may be required to ensure the success of the team as requested by the supervisor.

EDUCATION: Completion of secondary, technical or vocational education is required preferably including courses or training in statistical methods, data processing, data management or statistics.

EXPERIENCE: A minimum of 5 years of relevant full-time professional experience in collection, verification, processing or analysis of statistical data is essential. Professional experience within a Governmental or UN Organization would be an assets.

LANGUAGES:

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

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

- i. Completed UNESCO application form (available on the UIS website under '[Employment and Procurement](#)').
- ii. Letter of intent/motivation.
- iii. 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. CC**" (e.g. SMITH, Stat. Asst. CC).

Written tests may be used in the evaluation of candidates.

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