

الأمم المتحدة
اللجنة الاقتصادية والاجتماعية لغربي آسيا

UNITED NATIONS
Economic and Social Commission
for Western Asia



NATIONS UNIES
Commission économique et sociale
pour l'Asie occidentale

Date of issuance: 3 November 2009
Deadline Date: 10 November 2009

TEMPORARY VACANCY ANNOUNCEMENT

Internal/External

Functional title: Statistics Assistant **Grade** **Office: Statistics Division / SD**
G-6

Note: This vacancy announcement superseded the previously circulated announcement.

Interested qualified candidates who meet the post's requirements are requested to send their P.11 or PHP by email to employment-escwa@un.org no later than 10 November 2009. This position is available for three months, subject to renewal.

ESCWA reserves the right to hire at a level below that of the post.

RESPONSIBILITIES:

Under the general supervision of the Chief of the Statistics Division, and the direct supervision and guidance of the professional staff, responsible of demographic and social statistics the incumbent will be responsible for the following duties:

- Compiles processes and manipulates data sets on demographic and social statistics, including poverty, population and migration, labour and employment, education, vital statistics and social indicators, derived from a variety of sources;
- Assembles and examines original statistical material to ensure accuracy, clarity and validity; makes appropriate adjustments;
- Updates statistical series on demographic and social statistics in established formats. Applies new data and derived statistics, enters data on survey reports, and provides information for publication;
- Prepares charts, graphs and other outputs for reporting and presentation of various data;
- Assists in drafting routine correspondence and communications;
- Maintains relevant computerized databases;
- Responds to internal/external requests on questions related to demographic and social indicators;
- Assists in liaising with United Nations system organizations to obtain necessary statistical and other relevant information;
- Prepares data sets on demographic and social statistics upon request, responds to queries/requests and maintains/updates web pages;
- Performs other duties as assigned.

COMPETENCIES:

Professionalism - Ability to identify, extract, analyze and disseminate statistical data. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning and organization - Ability to establish priorities; allocates appropriate amount of time for completing work; uses time efficiently.

Teamwork - Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, works collaboratively within the team, is willing to learn from others; supports and acts in accordance with final group decision and accepts joint responsibility for team shortcomings.

Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

REQUIREMENTS:

EDUCATION - High school diploma or equivalent. A first degree in statistics, sociology or related areas is desirable.

WORK EXPERIENCE – A minimum of 6 years of experience in the field of statistics at the national or international level.

LANGUAGES - English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in spoken and written English and Arabic is required.

OTHER DESIRABLE SKILLS - Advanced computer skills, including knowledge of software for statistical data collection and analysis is required, as well as proficiency in standard software such as Word and Excel.

Applications will only be accepted when they correspond to specific vacancy announcements.

Appointment against this post is on local basis and is open only to those who have been successful in the relevant entry level examination.

ESCWA is a smoke-free environment.