

Post title: Project Officer
Domain: Statistics
Post Number: 1CAUIS16PA
Grade: P3
Organizational Unit: UNESCO Institute for Statistics,
Statistical Services and Technology section
Data Processing and Standards unit
Primary Location: Montreal, Canada
Recruitment open to: Internal and External candidates
Type of contract: Project Appointment
Annual Salary: US\$86,938
Deadline (midnight, Paris time): 9 November 2014

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Institute for Statistics in collaboration with the Head of the Statistical Standards and Technology (SSAT) Section and the direct supervision of the Programme Specialist (Team Leader) of the Data Processing and Standards (SSAT/DPS) Unit, the incumbent shall assist in the coordination, development, management and evaluation of activities and projects related to statistical data and metadata exchange (SDMX) within the framework of the UIS data and metadata global strategy.

She/he will:

- Lead internal UIS initiatives to design and implement fully SDMX compliant methods for exchanging data and metadata with partners (data providers and data mediators) via authenticated secure data exchange methods at various stages of the data lifecycle starting with collection from member states through to dissemination to international partners but also including key data exchanges and collaborations with regional partners such as Eurostat, OECD, UNSD, World Bank, WTO, and RICYT.
- Lead a project to create SDMX Data Structure Definition (DSDs) and Metadata Structure definition (MSDs) for disseminated UIS education indicators. Transition the current three-dimensional output model to this fully disaggregated version of UIS data outputs into existing UIS dissemination databases and production SDMX dissemination flows to external data users such as the UN Statistics Division and the World Bank Group.
- Participate in UIS questionnaire design activities and lead the project to transition all UIS data collections to being fully SDMX compliant. Maintain data coding schemes and SDMX artefacts for all UIS data collections. Establish and maintain SDMX artefacts to support this work. Coordinate with internal stakeholders to ensure that the artefacts are fully leveraged in all internal databases and systems.
- Represent the UIS in establishing, maintaining, and creating global SDMX artefacts and/or local derivations of global SDMX artefacts. As relevant, undertake SDMX maintenance tasks related to maintaining UIS artefacts in the SDMX Global Registry.

- Develop materials and provide SDMX training to UIS management, statisticians, technical staff and regional partners. Produce and provide ‘train the trainer’ materials for regional meetings and workshops.
- Participate in the development and implementation of standards for metadata management at the UIS, specifically with regards to metadata management and metadata flows throughout the entire data lifecycle. Lead initiatives to leverage SDMX and MSDs in the context of metadata management.
- Participate in international SDMX meetings, projects, and working groups with the goals of advancing the adoption of the SDMX standard, improving data quality internationally, improving UIS internal efficiency and data quality, and representing UIS interests.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master’s or equivalent) required in Statistics, Computer Science, or related field. An Undergraduate degree (Bachelor’s or equivalent) in aforementioned areas combined with 7+ years of relevant professional experience including at least 3 years’ experience applying the SDMX standard in national or international statistics may be accepted in lieu of an advanced university degree.

WORK EXPERIENCE

- At least 4 years of relevant work experience with 2 years of experience in disaggregating complex statistical concepts and data modelling in a national or international statistical organisation.
- Experience modelling SDMX artefacts in a national or international statistical organisation.
- Experience implementing SDMX-based solutions in statistical organisations.
- Experience in the elaboration and management of programmes/projects in the field of statistics and SDMX implementations.

SKILLS/COMPETENCIES

- Ability to collect, synthesise and analyse information from various sources.
- Strong writing and communication skills in English.
- Excellent coordination, networking and interpersonal skills.
- Close attention to detail and quality of work, balanced by ability to prioritize tasks and manage heavy workload.
- Ability to motivate, inspire and guide others.
- Ability to maintain effective working relations within a multi-cultural environment and to work effectively in team environment.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Relevant coursework in relation to information modelling or process modelling would be an asset.

WORK EXPERIENCE

- Experience with UNESCO's operations and administrative procedures would be an asset.
- Experience in questionnaire design would be an asset.
- Experience in SDMX global Data Structure Definition and SDMX Global Registry activities would be an asset.
- Experience in process modelling and process optimisation activities would be an asset.
- Supervisory and management experience would be an asset.

SKILLS/COMPETENCIES

- Knowledge of GSBPM, GSIM, and Plug-and-Play architecture international developments would be an asset.

LANGUAGES

- Good knowledge of French would be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on the ICSC Web site (<http://icsc.un.org>).

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

Please submit a full CV (using the form at https://en.unesco.org/careers/project_appointments), showing nationality, date/place of birth and gender, a letter of motivation, and a list of three references, including at least one current or former direct supervisor, that may be contacted, to: uis.recruitment@unesco.org, by 9 November 2014 (Midnight, Montreal time). Kindly use as email subject header: FAMILY NAME First Name PA0016 SDMX (e.g. SMITH Roberta PA0016 SDMX).