Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

Having passed the Administrative Assessment Support Test (ASAT) in English at Headquarters, ECA, ESCWA, UNOG, UNOV, ICTR, or ICTY maybe recognized in place of the GGST, pending confirmation of validity.

Must have passed the United Nations Statistical Assistant Examination (SAE) at Headquarters.

Staff Members are subject to the authority of the Secretary-General and to assignment by the Secretary-General. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Applications are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on “The Application Process” and the Instructional Manual for the Applicants, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

**Org. Setting and Reporting**

The position is located in the Department of Economic and Social Affairs (DESA), Statistics Division (SD), Statistical Services Branch (SSB), Statistical Planning and Development Section (SPDS). Further information is available on the following website: http://unstats.un.org. The staff member reports to a Statistician of the Section.

**Responsibilities**

Under the direct supervision of a Statistician and within delegated authority, the staff member will be responsible for the following duties:
• Compile, process and manipulate selected sustainable development data sets obtained from a variety of sources.
• Assemble and examine submitted data sets to ensure accuracy, clarity and validity; make appropriate adjustments; document used processes.
• Maintain relevant portions of the Statistics database.
• Prepare and/or update country notes to document countries’ data entry process.
• Respond to internal/external data requests and prepare data sets, charts or graphs upon request.
• Assist in liaising with national and international offices to obtain necessary statistical and other relevant information.
• Perform other duties as assigned.

Competencies

Professionalism: Ability to identify, extract, analyze and disseminate statistical data. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

High school diploma or equivalent.

Work Experience

A minimum of seven years of experience in statistics, finance, accounting or related area is required.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.
### United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

[https://www.statsjobs.com/jobs/statistics-assistant-united-nations/](https://www.statsjobs.com/jobs/statistics-assistant-united-nations/)