Senior Statistics Assistant

New York, New York

The position is located in the Department of Economic and Social Affairs (DESA), Statistics Division (SD), Environment and Energy Statistics Branch (EESB), Industrial and Energy Statistics Section (IESS). The Senior Statistics Assistant will report to a Statistician of the Section. The Statistics Division is committed to the advancement of the global statistical system. The Division compiles and disseminates global statistical information, develop standards and norms for statistical activities, and support countries’ efforts to strengthen their national statistical systems. Further information is available in the following website: http://unstats.un.org.

Responsibilities

Under the direct supervision of a Statistician and within delegated authority, the Senior Statistics Assistant will be responsible for the following duties:

- Compile, process and manipulate selected industrial statistics 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.
- Process, classify and ensure internal consistency of data; reconciles discrepancies in data series.
- Maintain relevant portions of the industrial statistics databases
- Prepare and/or update country notes to document countries’ data entry process.
- Prepare tables for print publications of the Section and for direct publication on the industry statistics website.
- Respond to internal/external data requests and prepare data sets upon request.
- Supervise and guide other general service staff in the function, as needed.
  - 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 provide independent evaluations and analyze statistical data. Ability to prepare reports. 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.
Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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 is required.

**Work Experience**

A minimum of ten years of experience in statistics, finance, accounting or related area are required. Experience in industrial statistics is desirable.

**Languages**

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

**Assessment**

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

**United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, 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 or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants 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 the inspira account-holder homepage.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. 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.

**Posting Period: 15 September 2016 – 14 October 2016**

https://www.statsjobs.com/job/senior-statistics-assistant/