



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4587

Issued on: 9 October 2017

Deadline For Application: 23 October 2017

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| Position Title: | Statistical/Research Associate | Grade Level: | G-6 |
| | | Duty Station: | Seychelles, Victoria |
| Organizational Unit: | Indian Ocean Tuna Commission, FIDTD | Duration *: | Fixed term: one year with possibility of extension |
| | | Post Number: | 2002391 |
| | | CCOG Code: | 2201h |

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Organizational Setting

The position is located in Victoria, Seychelles in the Indian Ocean Tuna Commission (IOTC) within the Fisheries and Aquaculture Department, FI. IOTC is an intergovernmental organization responsible for the management of tuna and tuna-like species in the Indian Ocean. It works to achieve this by promoting cooperation among its Contracting Parties (Members) and Cooperating Non-Contracting Parties in order to ensure the conservation and appropriate utilisation of fish stocks and encouraging the sustainable development of fisheries.

The Statistical/Research Associate works in the Compliance Section within the IOTC Secretariat. The Compliance team's primary function is to assist the Compliance Committee in its work to regularly review and assess compliance by IOTC member countries in the implementation of the IOTC Conservation and Management Measures. The Compliance Section also provides support to members in the implementation of Monitoring, Control and Surveillance tools adopted by the Commission and is responsible for maintaining several important elements of the IOTC Website, e.g. Record of Authorized Vessels, Active Vessels List, IUU Vessels List, List of Designated Port, the IOTC Bigeye Tuna Statistical Document Programme, information on the official authorisation to fish outside National Jurisdictions, information on the official fishing logbook and information on the official coastal State fishing License.

Main Purpose

The Statistical/ Research Associate plays a lead role in the coordination of statistical and research support functions. He/she performs a broad range of technical, procedural and analytical support, ensuring quality, validity and consistency of data and information produced and presented. The job requires in-depth knowledge and interpretation of relevant procedures and practices. The incumbent provides procedural guidance to staff in the department.

Supervision Received/Exercised

The Statistical/ Research Associate reports to the Executive Secretary and works under the direct supervision of the Coordinator of the Compliance Section. Work is performed autonomously, showing a high degree of initiative and independent, analytic judgment. Supervision received is focused on facilitating service delivery and on integrating methods and processes. The incumbent provides guidance and training to statistical support staff in the Division.

Working Relationships

The incumbent maintains an extensive range of contacts both within the organization and with external partners, counterparts, managers and Decentralized Offices, providing the entire range of statistical support functions. Matters are often complex, requiring proficient handling of data and information.

Key Functions/Results

- Prepares and maintains complex statistical data; assists with statistical studies, including trend analysis and estimates of parameters for use in projection studies;
- Supports research on methodologies for improving data and estimates; assists in preparation of standard concepts, definitions and classifications;
- Participates in the design of data collection processes; plans and supervises the collection and processing of statistical data from international and national sources; monitors return of data; screens data for accuracy and consistency;
- Assists with drafting and modifying statistical programmes for existing computer applications to produce data retrieval and verification; recommends use of targeted application software;
- Drafts correspondence to member countries, UN agencies and other institutions regarding statistical information; drafts text for reports on specialized matters; evaluates, verifies and edits statistical tables, charts and presentations for annual and periodic publications and internal or international meetings;
- Provides technical and procedural guidance and training to other support staff in the preparation of comprehensive statistics, in the data entry activity, and in the preparation of charts and graphics for publication;
- Reviews and recommends changes to operating procedures and systems;

- Performs other duties as required.

Impact Of Work

The incumbent's work impacts directly on the quality of the output of the work unit and reflect on constituent units.

He/she plays a lead role in the coordination and provision of the statistical support services for the successful achievement of the Department/Office's mandate.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

Education: Secondary School Education

Experience: Five years of relevant experience in statistical and research support work

Languages: Working knowledge of English, and limited knowledge of one of the other official FAO languages (Arabic, Chinese, French, Russian, Spanish)

IT Skills: Very good knowledge of standard MS Office applications, Internet and office technology equipment

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical Skills

- Thorough knowledge of contemporary software used in statistics and data search techniques
- Thorough knowledge of relevant corporate computerized systems, policies and procedures
- Very good knowledge of communication and documentation standards
- Very good knowledge of database management systems, preferably MS Access

Desirable Qualifications And Skills

- Very good knowledge of the corporate structure
- Ability to compile and analyse complex information and data sets.
- Conscientious approach to working with sensitive and confidential information

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*") We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognize in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of two years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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