

Ref: STAT 010

23 September 2004

Job Description

General Information

Post Title: Interregional Advisor on Population and Housing Censuses.
Duration: Initially one year, with possibility of extension up to 5 years.
Date Required: January 2005.
Duty Station: New York, Statistics Division/Demographic and Social Statistics Branch.

Supervision

Direct/General supervision by: Ms Mary Chamie
Title of the supervisor: Branch Chief
Content and methodology of the supervision

Duties, responsibilities and output expectations:

- The Advisor will carry out short-term advisory missions to regions, sub-regions, countries, and areas for planning a coordinated and harmonized *2010 World Programme on Population and Housing Censuses* using internationally agreed standards and methods.
- The Advisor will provide advisory services for the coordination and implementation of the World Programme; the harmonization of standards and methods; the planning and management of population and housing censuses and related national surveys. Special attention will be given by the advisor to addressing the concerns especially of countries experiencing difficult circumstances that have resulted in their not conducting a census during the 2000 census decade round; or that resulted in limited collation and dissemination of the results. The work of the Advisor aims to build upon the existing capabilities of national statistical offices to conduct censuses, while also considering ways to strengthen overall national statistical capacity in the process.
- The Advisor shall address a wide range of technical questions related to implementation of large-scale national surveys and censuses. This includes working with Member States to choose appropriate alternative designs for censuses, as needed and assisting countries to adapt internationally agreed standards and methods to local circumstances, as appropriate. It includes the planning and conducting of a census partly through the linked use of administrative registers; or in conjunction with a large-scale national survey; or through a total enumeration of households.
- The Advisor shall prepare and disseminate a standardized census administrative report for purposes of improved metadata description and exchange within and among countries; and encourage the effective sharing and transfer of national experience through international exchange programmes, workshops and other such group

mechanisms. This would include seeking common and shared solutions to technical and organizational problems that many countries may confront.

- The Advisor shall formulate technical cooperation projects, mobilize resources, and contribute to the expansion of the technical cooperation programme portfolio within the Division.

Qualifications and experience

Education: Advanced university degree in demography, statistics, sociology or a population-related field, with experience in survey research methods.

Work Experience: A minimum of 10 years of experience in the planning, managing, conducting and disseminating of population and housing censuses.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in oral and written English is essential. Knowledge of a second official UN language is an advantage.

Other Desirable Skills: National experience in planning and implementing population and household surveys and/or registers is highly desirable

UN competencies

- Professionalism: The Advisor is expected to be experienced in the conducting of censuses; be well-versed in survey research methods; to have strong IT skills; and to have expertise and experience in the conducting of census-related national population and household survey and register programmes.
- Planning and organizing: Proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the Branch into the Division's work programme.
- Communication: Excellent drafting ability and communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions; proven ability to communicate complex concepts orally; ability to prepare written project reports that are clear, concise and meaningful using logical framework.
- Technological awareness: Proficiency in computer applications relevant to the field of Census including special packages and software.
- Teamwork: Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Client orientation: Ability to identify clients' needs and propose appropriate solutions as well as establish and maintain effective relationships with outside collaborators and other contacts, including representatives of Member States and the public.

Background:

This position is located in Department of Economic and Social Affairs, Statistics Division, Demographic and Social Statistics Branch. The Interregional Advisor reports to the Chief of the Branch.

The United Nations Statistics Division of the Department of Economic and Social Affairs is initiating the *2010 World Programme on Population and Housing Censuses*, to be implemented from 2005-2014. The goal of the *World Programme* is for all countries and areas to agree on a set of accepted international principles and recommendations governing the conduct of censuses; to conduct a census during the period 2005-2014; and to disseminate census results in a timely manner. In order to succeed, The *World Programme* requires the active support of Member States in a working partnership with the United Nations, its Regional Commissions and other intergovernmental and nongovernmental organizations to achieve this goal.

Applications:

Applications completed in English should be submitted **electronically** to the Personnel Service of DESA at the following e-mail address: tcrecruit@un.org. Candidates with no access to the Internet may send their application by fax to + 1 212 963 1270 or + 1 212 963 1272. Please indicate the title of the post in the e-mail/fax.

Applications must include a letter of motivation, a curriculum vitae and the United Nations Personal History Statement for Project Personnel. This form can be downloaded from: http://esa.un.org/techcoop/associate_experts.asp

Should you encounter any problems in downloading the Personal History Statement for Project Personnel, you may contact Ms. Lissy Joseph + 1 212 963 7043.

The deadline for applications is **15 November 2004**. Applications received after this date will not be considered. In view of the volume of applications, only candidates being seriously considered for the post will be contacted.