

Vacancy Notice

Post Title:	Statistics Coordinator	Duty Station:	Madrid, Spain
Grade:	G.7	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/11/STTC/2023	Duration of Appointment:	Two years
Department:	Statistics	Deadline for Applications:	02 November 2023

DUTIES AND RESPONSIBILITIES

The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for promoting responsible, sustainable, and universally accessible tourism.

The **Statistics Department** works to uphold the Organization's United Nations mandate in the area of tourism statistics whereby it is committed "to collect, to analyse, to publish, to standardize and to improve the statistics of tourism, and to promote the integration of these statistics within the sphere of the United Nations system" (United Nations General Assembly Resolution A/RES/58/232).

As such, the work of the Statistics Department is centred around three core pillars of work:

1. International standards: developing the normative frameworks for measuring tourism, and promoting international consensus, in the framework of the United Nations system;
2. Capacity: supporting countries in their development of systems of tourism statistics by promoting the implementation of standards through compilation guidelines, capacity building, training and technical assistance;
3. Data: maintaining the most comprehensive database available on tourism worldwide.

Under the overall supervision of the Director *ad interim*, Statistics Department, the incumbent is responsible for the following duties:

1. Continuous management, maintenance and regular updating of the statistical data cycle's processes and datasets, including the collection, validation and (online) dissemination channels and the statistical contacts in countries, to ensure that all information is current and relevant; this also includes documenting work procedures covering all aspects of the statistical data cycle;
2. Develops and applies appropriate statistical methods and processes for data collection, compilation and dissemination, based on international recommendations and best practices. This includes (a) validation and quality assurance (in terms of i.e. coherence, compliance with methodological frameworks and international comparability); (b) enhancing the scope and relevance of the statistical datasets/database; (c) improving the dissemination of the statistical data through e.g., new/upgraded statistical products, and (d) preparing analytical outputs using the statistical data;
3. Contributes to the continuous improvement and modernization of UNWTO's statistical data cycle. This includes:
 - a. Makes suggestions for improvements on how to make the most of the statistical data compiled by the Department and supports the revamping of the Department's data products;
 - b. Contributes to the development, analysis and formulation of (new) data and indicators;
 - c. Implement new/updated statistical approaches to improve data coverage and timeliness including nowcasting;



4. Actively seeks opportunities for integrating the latest information technology tools into UNWTO's statistical data cycle's processes for improving their reach and impact. Conducts research on new technologies as required; keeps abreast of developments in the field, testing and evaluating new products and technologies;
5. Takes initiative in the planning, specification, design, development, implementation, and maintenance of application software systems and data processing systems of the Department;
6. Contributes to software development matters; assists with needs assessment for new processes and systems (including modifications to existing workflows); performs ongoing reviews with users and developers and responds to requirements; requests, implements, provides operational support, and maintains various applications. Works on the definition and specification of requirements; supports the building, testing and modification of prototype application software; maintains software systems;
7. Maintains regular contact and good working relationships with statistical focal points in countries to collect and compile tourism statistics; provides clarification and support to country counterparts as needed. This includes liaising with national partners on the further roll-out of the modernization process of UNWTO's statistical data cycle as well as working with counterparts in ministries, national statistical offices, international institutions, and other partners to build engagement, cooperative relationships and position the Department and the Organization;
8. Contributes to the Department's capacity building and technical assistance initiatives through the preparation of relevant data, technical texts and training materials, taking into account the needs of Member States, as well as to discussion papers, reports, statistical data dissemination initiatives and other activities for conferences, seminars, workshops or expert meetings;
9. Responds to queries and requests in relation to UNWTO's statistical data and tourism statistical standards; prepares tailored datasets and descriptive analysis as necessary;
10. Performs other related duties as required.

REQUIREMENTS

Academic

- Completion of secondary education, supplemented by technical courses or university degree in in the field of statistics, econometrics, data science, engineering, mathematics, or in a field related to the assigned department in the organization.

Experience and Basic Competencies

- Minimum of six years of progressively responsible technical or administrative work related to the activities of the department, of which at least two years closely related to support of activities in specialized area;
- Experience in research and in the collection, compilation, analysis and dissemination of statistical data is desirable;
- Experience working with official statistics, including familiarity with international standards in the area of tourism statistics, trade statistics and SDG indicators is desirable;
- International experience and/or previous experience in the United Nations system or another international organization is an asset;
- Client orientation;
- Excellent communication skills (spoken and written);
- Accountability;
- Planning and organizing;
- Teamwork and coordination capacity;
- Creativity;
- Technological awareness;
- Commitment to continuous learning.



Languages	<ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ Good working knowledge of one or two other official languages of the Organization (Arabic, Chinese, French, Russian or Spanish) is an asset.
Computer Skills	<ul style="list-style-type: none"> ▪ Computer literacy in Microsoft Office software and Windows 10; ▪ Recent professional experience (at least two years) in (statistical) computing software like R, Python, SQL; ▪ Knowledge of data presentation and visualization tools (like Flourish, Tableau) and proven record of using the software to work with complex data and create clear analysis and engaging visualizations is desirable; ▪ Knowledge of and experience with databases and data lakes is an asset.
Other Skills and Competencies	<ul style="list-style-type: none"> ▪ Demonstrates professional competence and mastery of subject matter; ▪ Proactivity, sense of responsibility and commitment; ▪ Attention to detail and excellent analytical skills; ▪ Ability to work independently within assigned areas, showing initiative and judgment; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ▪ Demonstrated ability for time management, establishing priorities, work under pressure and on tight deadlines; ▪ Ability to respond to changing requirements and assignments, ability to apply good judgement in the context of assignments given; ▪ 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; ▪ Flexibility, tact and discretion; ▪ Ability to work harmoniously with people in an international environment; ▪ Promote tourism for the benefit of people and planet; ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity.

Remuneration	The initial base salary is EUR 50,526 per annum.
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Other conditions	<p>The initial grade and step on appointment will be determined by the Secretary-General on the basis of qualifications and in the light of previous similar appointments and could be at a grade different from that shown above. Appointments are normally at step 1 of the grade. The Secretary-General reserves the right to appoint a candidate at a lower level than the advertised level of the post.</p>
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If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years – subject to a four-month probationary period – will be offered. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

The type of recruitment is local.

Application Procedure	<p>Interested applicants are requested to complete the Online UNWTO Personal History Form. Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.</p>
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- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - In filling vacancies, due regard will be paid towards maintaining a staff selected on a wide and equitable geographical basis. Candidates of all nationalities are welcome to apply; under similar circumstances, preference will be given to nationals of UNWTO Member States. Women candidates and nationals from non-represented Member States in the UNWTO Secretariat are encouraged to apply;
 - Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.