

Job Title: Head of Section (Education in Administrative Data)

Post Number : 1CAUIS0071PA

Grade : P-5

Parent Sector : UNESCO Institute for Statistics (UIS)

Duty Station: Montreal

Job Family: Education

Type of contract : Project Appointment

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 08-OCT-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Duration of contract: initially 2 years, with possibility of extension subject to availability of funds and satisfactory performance.

BACKGROUND AND OVERVIEW OF THE FUNCTIONS OF THE POST

Established in 1999, the UNESCO Institute for Statistics (UIS) serves as UNESCO's statistical agency for its 193 member states (MS) and 12 associated members. The UIS agenda is focused on the delivery of cross-national comparable data for Global, regional and development agendas, covering the fields of education, science, culture, and communication and information. The UIS delivers the technical support for MS to produce transformative data based on the 3 pillars (Standards and methodologies; Data production; Brokering and outreach). The UIS' vision, described in its 2022-2029 Medium Term strategy, is to ensure that countries' policies and decision-making are informed by sound statistical information; that they can benchmark progress towards national and international goals and learn from the experience of others. The UIS is seeking to build a management team that will lead the successful implementation of that vision.

The UIS provides the data and technical inputs for global, regional and funding mechanisms for education work, such as the UN Transforming Education Summit, the Global Education Cooperation Mechanism (GCM), G7, G20 and the GPE results framework. The UIS meets data needs for emerging priorities, for example through its work with UNICEF, World Bank, OECD and the GEMR on the Joint Survey of national education responses to COVID 19. Within the mandate of strengthening reporting, the UIS in partnership with the Global Education Monitoring report (GEMR) achieved consensus on the adoption of an SDG 4 benchmarking process and supports countries in setting and monitoring targets for 2025 and 2030 as co-leaders of the data and monitoring function of the GCM.

Purpose

Under the overall authority and supervision of the Director of UNESCO Institute for Statistics, the incumbent, as Head of Education Section on Administrative data, is responsible for planning, organizing, managing, and supervising the activities of the section focused on the production of administrative data at the highest level of quality. The UIS Education Section on Administrative data is responsible to contribute to strengthen the coverage of the UIS Core System of Education Indicators based on administrative data.

Main responsibilities and tasks

1. Leadership in the production of administrative data

- Lead the section including setting goals and providing the leadership to deliver high quality administrative data based on the use of multiple strategies and sources.
- Provide intellectual and strategic leadership in the development of the statistical processes ensuring efficiency and quality with a system of Key Performance Indicators (KPIs) and clear-cut defined workflows for the production of administrative data-based indicators.

- Develop a work program to achieve these objectives ensuring the production of reports to member states and inputs to maximize the effectiveness of the Regional Field Network (RFN) work.
- Initiate and introduce necessary changes to ensure the section activities respond to current and emerging data needs.

2. Education Standards

- Ensure the development, revision, and governance mechanisms of ISCED and that other educational standards are in place.
- Develop and maintain the ISCED governance mechanisms, strengthen implementation and coherence of the classification system.
- Contribute to documents that support the work of governance mechanisms including the Technical Cooperation Group on the Indicators for SDG 4-Education 2030 (TCG) and the Inter-agency and Expert Group on SDG Indicators (IAEG-SDGs) as needed.

3. Administrative data production

- Propose a workplan on production of indicators based on administrative data using all possible sources, revise the collection tools as needed.
- Contribute to the development of a Statistical Quality Assurance Framework by development of the administrative data KPIs.
- Oversee the management of activities related to the production of administrative data ensuring that norms and standards are implemented, with clear KPIs and substantive work programmes and programmed activities are carried out in a timely fashion.
- Monitor KPIs for the section's work on administrative data.
- Ensure that all outputs produced by the Section under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.

4. Development of regionally relevant need-based Capacity Development programmes to improve the coverage and accuracy of the International administrative data submission

- Provide guidance, tools, frameworks, and materials, to increase the capacity of countries to collect, report and use education indicators for monitoring and policy development based on administrative data with a focus on LDCs and Priority Africa.
- Support the RFN in developing appropriate strategies including designing and implementing appropriate capacity development training programmes to enhance national capacities in producing, compiling and reporting of administrative data and statistics for regular monitoring of SDG4 at national, regional and global level.

5. People and talent management

- Ensure the section is strategically staffed for effective delivery of the section as defined in bi-annual work programs of the Department.
- Manage, mentor, guide, develop and train staff under his/her supervision.
- Put in place, with the assistance of the Human Resource, talent management mechanisms, to build a talent pool of the section to maintain effective delivery and business continuity.

6. Work program validation and execution

- Carry out programmatic/administrative tasks necessary for the functioning of the Section, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance.
- Review and validate objectives and work program ensuring alignment with the UIS Governing Board decisions and guidelines from the Director UIS ensuring staff under his/her responsibility understand the implications for the section;
- Contribute to the UIS reporting, including the preparation of documents for UIS and UNESCO governing bodies; and for other internal and external stakeholder including donors and development partners.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)
Building partnerships (M)
Driving and managing change (M)
Leading and empowering others (M)
Making quality decisions (M)
Managing performance (M)
Strategic thinking (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (PhD degree or equivalent) in statistics, economics, mathematics, education or social sciences with a substantial applied statistics / data sciences component.

Work experience

- Minimum of 10 years of progressively responsible relevant professional experience as a statistician working with administrative, finance, survey, and/or assessment data relating to education, especially with developing countries, of which preferably 5 years acquired at international level either within a UN or similar agency or in a Government Ministry or agency.
- Experience working as a statistician, researcher or analyst on programmes or activities in the field of education statistics.
- Extensive and in-depth experience on statistical work in developing countries with National Statistical Offices or Planning Units.
- Experience in designing, managing, and implementing project and programme activities pertaining to effective data collection in education administrative data.

Skills/competencies

- Excellent skills with statistical programmes.
- Strong analytical and empirical skills for interpreting data and informed policymaking.
- High degree of diplomacy, discretion with proven ability to function under uncertainties.
- Ability to think strategically and to design long term plans and programs in line with the strategic priorities.
- Good leadership and ability to attract, motivate and retain high quality professional staff
- Demonstrated capability to plan and manage projects.
- Ability to manage an effective and collaborative team in a multicultural environment.

Language

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

Work experience

- Experience working on/in countries in LIC and/or Africa.
- Experience in the UN system or a similar agency.
- Experience in partnership development and resource mobilisation.

Languages

- Good knowledge of French.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 141,254 US \$.

For full information on benefits and entitlements, please consult our Guide to Staff Benefits.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.