



## Job Opening

**Job Title:** Lecturer/Statistician, P3  
**Department/ Office:** STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC  
**Duty Station:** TOKYO  
**Posting Period:** 28 July 2011-26 September 2011  
**Job Opening number:** 11-STT-ESCAP SIAP-20422-R-TOKYO

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

The Statistical Institute for Asia and the Pacific (SIAP), located in Chiba, Japan, was established in May 1970 as a centre for statistical training in Asia and the Pacific. SIAP is a subsidiary body of ESCAP with a Governing Council which reviews the administration and financial status of the Institute and the implementation of its programme of work. SIAP's mission is to strengthen, through practically oriented training of official statisticians, the capability of the developing members and associate members and economies in transition of the region to collect, analyze and disseminate statistics as well as to produce timely and high quality statistics that can be utilized for economic and social development planning, and to assist those developing members and associate members and economies in transition in establishing or strengthening their statistical training capability and other related activities. The Institute supports the overall workprogramme of the ESCAP Statistics subprogramme.

### Responsibilities

Under the direction of the Director of the Statistical Institute for Asia and the Pacific, the Lecturer/Statistician will be responsible for the following duties:

- (1) Conducts professional training in the field of statistical methods, sampling applications, demographic and social statistics as well as use of computer for collection, analysis and dissemination of data through lectures, workshops, tutorials, and practical sessions for official statisticians in the Asia/Pacific region. The courses will centre on assisting governments in the Asia and Pacific region to enhance their capability to collect, analyze, disseminate and use data pertaining to the economic and social situation in their countries.
- (2) Supervises statistical research programme and research related activities of SIAP, assists and supervises official statisticians in their efforts to conduct research relevant to development of statistics.
- (3) Undertakes in addition to above work at the Institute in Chiba, Japan, training missions to requesting member countries to conduct courses, workshops, on the job training, provides technical assistance and advice and other forms of support necessary to improve capability of national statistical offices.
- (4) Prepares and updates training materials including handouts, practical exercises and case studies for courses, including distance/e-training, of the Institute.
- (5) Provides professional counseling, including evaluating and reporting on course participants.
- (6) Undertakes other duties assigned by the Director.

### Competencies

#### Professionalism:

- Considerable high level of experience in the application of statistical methods to undertake statistical surveys in a national statistical organization or similar office.
- 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 the audience.
- Demonstrates openness in sharing information and keeping people informed.

#### Teamwork:

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- Places team agenda before personal agenda.
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### Education

Advanced university degree (Master's degree or higher) in statistics, mathematics, economics, sociology or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of five years of progressively responsible experience in the application of statistical methods to undertake statistical surveys in a national statistical organization or similar office.

Ability and experience in teaching and conducting training, organizing and supervising training and related activities will be an advantage.

Experience and/or knowledge of economic and social development issues and the use of statistics in policy analysis and formulation in the developing countries of the Asian and Pacific region are highly desirable.

Familiarity with training needs of national statistical systems in the Asia-Pacific region is highly desirable.

Experience in using standard office software applications (e.g., MS Office) and statistical packages highly desirable. Knowledge and skills on statistical software such as STATA, SPSS, DEMETRA and etc. are strongly required.

#### Languages

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

#### Assessment Method

A competency-based interview and/or assessment is required for this job opening.

#### Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This post is funded from extra budgetary resources. The initial appointment is for a period of one year. Extension of appointment is subject to availability of the funds.

#### United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

#### No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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