

## VACANCY ANNOUNCEMENT

**JOB TITLE :** Assistant Statistics Officer / Statistics Officer

### OVERVIEW

Statistics play a central role in shaping effective national, regional and global development strategies and plans, serving as the backbone of evidence based decision-making. For governments and institutions, reliable data is crucial in identifying social and economic trends, measuring progress, and addressing challenges in a timely manner. The Assistant Statistics Officer / Statistics Officer will contribute to the planning, designing and conducting statistical research and projects, enhancing partnerships among National Statistical Offices (NSOs) as well as other relevant constituents of the national statistical systems (NSSs) of the OIC countries, and preparing background and strategic documents on emerging statistical issues and initiatives at the OIC level. S/he will ensure the successful implementation of existing and new partnerships with regional and global partners across various domains of statistical activities, including capacity development, methodologies, manuals and guidelines, data collection, processing, dissemination, and participation in specialized working groups. The ideal candidate will have accumulated knowledge and experience in international cooperation, project cycle management, and program-scale initiatives, along with a flexible, multi-disciplinary approach and ability to multitask.

### MAIN RESPONSIBILITIES AND DUTIES

1. Design specific questionnaires to collect data and information to assess and map statistical capacities, needs, and resources in the relevant domain;
2. Contribute to the coordination and implementation of statistical capacity development projects and initiatives addressing the needs of OIC member countries;
3. Actively participate in the planning and execution of capacity-building and training activities under the SESRIC Statistical Capacity Building Programme (StatCaB);
4. Contribute to the preparation of background documents, reports, studies, and infographics on a wide-range of statistical domains within the framework of the OIC Statistical Commission (OIC-StatCom) and the statistics mandate of the Centre;
5. Participate in specific statistical working groups, forums, and networks where SESRIC holds membership, contributing to discussions on statistical matters;
6. Closely monitor emerging statistical topics requiring specific attention for the benefit of OIC countries, facilitating the exchange of knowledge and best practices to enhance the quality and capacity of their statistical systems;
7. Prepare information notes, speeches, presentations, concept notes and terms of references for diverse meetings and conferences organised or attended by the Centre;
8. Work with international databases (e.g., World Bank, IMF, Global SDG Database, UIS, OECD.Stat) by downloading and analyzing data to support statistical activities and research;
9. Perform other duties as assigned.

## **QUALIFICATIONS AND SKILLS**

1. Graduate or Postgraduate degree in Statistics, Economics, Econometrics or any related field.
2. Advanced skillset and experience in spreadsheet software (MS Excel), data analysis and visualization software and languages.
3. Hands-on experience with the international databases (World Bank, IMF, Global SDG Database, UIS.Stat, OECD.Stat, etc.) through data download, analysis, and handling large datasets.
4. Experience in both qualitative and quantitative analysis for report writing.
5. Ability to produce infographics from the reports prepared.
6. Following international fora about statistical developments and efforts;
7. Capable of writing statistics projects;
8. Ability to plan, design and monitor projects as well as capacity development programs.
9. For statistics officers, at least 5 years of relevant work experience (work experience at international or intergovernmental organizations would be an asset).

## **KEY PERSONAL ATTRIBUTES**

1. Self-motivated with a proven ability to initiate and drive projects to successful completion.
2. Collaborative team player with good communication skills, fostering effective teamwork.
3. Building and managing strategic relationships with key stakeholders.
4. Committed to continuous learning, knowledge sharing, and pursuing excellence.
5. Analytical thinking with problem-solving capabilities.
6. Adaptable and resourceful, with a capacity to navigate and thrive in dynamic environments.

## **LANGUAGE**

The OIC has three official languages: English, Arabic and French. For this position, the language proficiencies required are:

- At least C1/C2 level in English.
- Working knowledge of Arabic and French will be an asset.
- Proof of test scores to be provided; such as IBT TOEFL, IELTS, YDS, DALF, TOAFL, etc.

## **GENERAL REQUIREMENT**

- Must be a national from one of the OIC member countries.