



STATISTICAL, ECONOMIC AND SOCIAL RESEARCH AND TRAINING CENTRE FOR ISLAMIC COUNTRIES

JOB DESCRIPTION

Job Title : Assistant Statistics Officer
Location : SESRIC Headquarters, Ankara, Türkiye
Position Type : Full-time
Department : Statistics and Information Department

POSITION 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. The Assistant Statistics Officer will be primarily responsible for compiling, recording, processing and maintaining statistical data and metadata in the statistical databases of the Centre, ensuring their accuracy, consistency and timeliness, and for supporting the analysis, presentation and visualization of statistical data for the publications, reports and information products of the Centre. The ideal candidate will be meticulous and well organized, with sound quantitative skills, a good command of data management and data visualization tools, and the ability to work accurately with large datasets obtained from multiple official sources.

MAIN RESPONSIBILITIES AND DUTIES

- Compile, record and register statistical data and metadata received from national statistical offices, international organizations and other official sources in the statistical databases of the Centre;
- Extract, harmonize and compile data from national and international statistical databases (e.g., UN, World Bank, IMF, OECD, Eurostat, ILO, WHO, etc.);
- Clean, validate, merge and manage large datasets from diverse sources, ensuring data integrity, consistency and traceability;
- Maintain and update statistical series, indicators and metadata records in line with standard statistical classifications and definitions;
- Apply quality assurance procedures to incoming data, identify and follow up on data gaps, outliers and inconsistencies, and document data sources, methods and revisions;
- Analyze statistical data and produce indicators, tables, graphs, charts, maps and dashboards for the publications, reports and information products of the Centre;
- Support the preparation of statistical reports, analytical briefs and presentations for technical and non-technical audiences;

- Respond to internal and external statistical data requests in a timely and accurate manner, in line with the data governance and confidentiality rules of the Centre;
- Perform other duties as assigned.

QUALIFICATIONS & SKILLS

- Undergraduate or graduate degree in Statistics, Economics, Mathematics, Data Science or any related field;
- Relevant work experience in data compilation, data management or statistical production, preferably at a national statistical office or an international or intergovernmental organization, would be an asset;
- Knowledge of statistical concepts, data analysis and the interpretation of quantitative data;
- Understanding of official statistics standards, statistical classifications and internationally accepted methodologies;
- Experience in handling, cleaning, validating and merging large datasets using statistical software such as R, SPSS, Stata or Python;
- Knowledge of survey data processing, metadata management and data quality assurance frameworks would be an advantage;
- Understanding of national and global statistical developments and concerns;
- Acquaintance with national and international statistical databases (e.g., UN, World Bank, IMF, OECD, Eurostat, ILO, WHO) and the ability to extract, harmonize and compile data from multiple sources;
- Advanced MS Office skills, particularly in Excel, including complex formulas, PivotTables, Power Query, dashboards, data validation and data visualization;
- Demonstrated ability to produce clear tables, graphs, charts and dashboards, and to present statistical data in a manner accessible to non-technical audiences; experience with data visualization tools would be an asset;
- Knowledge of data governance, confidentiality principles and the ethical handling of statistical information;
- Knowledge of SDG indicators and international development statistics would be an advantage;
- Ability to use AI tools to support data compilation, analysis, visualization and documentation;
- Exceptional attention to detail and a high level of accuracy in recording, processing and reporting statistical data;
- Excellent communication and drafting skills.

KEY PERSONAL ATTRIBUTES

- Self-motivated and able to work accurately with minimal supervision.
- Meticulous, systematic and well organized in handling data, records and documentation.
- Excellent team player with effective communication skills.
- Able to work under pressure and maintain high quality.
- Adept at building and maintaining effective working relationships with counterparts and colleagues.
- Keen to learn, share knowledge, and strive for excellence.

- Possess strong analytical thinking and problem-solving skills.

LANGUAGE

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

- High fluency in English.
- Proficiency in Arabic and/or French would be advantageous.
- Proof of language proficiency test scores (e.g., IBT TOEFL, IELTS, YDS, DALF, TOAFL) is to be provided.

GENERAL REQUIREMENT

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