

TIER II STANDARD FOR STATISTICIANS

INTRODUCTION

1. This grade level standard illustrates the application of the ICSC Master Standard (Tier I) to a specific field of work of the United Nations common system: **Statisticians**. It is divided into three sections:

- Definition of coverage;
- Summary factor rating chart;
- Grade level descriptions of typical duties and factor-by-factor evaluation rationales.

2. The Tier II standard for Statisticians was developed in consultation with the representatives of the organizations and the staff taking into account existing organizational structures and jobs within the United Nations common system. Two working groups were convened, one in New York (April 1989) and one in Geneva (May 1989). These were composed of job classification specialists and statisticians from the United Nations, UNDP, UNICEF, ILO, FAO, WHO and UNIDO. With the agreement of CCAQ, the standard was cleared by correspondence with the organizations in November 1989.

3. The standard was promulgated by the Chairman of the International Civil Service Commission by delegated authority of the Commission in February 1990.

I - DEFINITION OF COVERAGE

4. This section serves to confirm the appropriateness of the job to the occupational category and field of work. The coverage of the standard is defined by reference to (a) the Common Classification of Occupational Groups (CCOG) narrative description of the field of work; (b) a listing or description of occupations specifically excluded from the standard; (c) further clarification of the distinctions between Professional and General Service work in the field of work; and (d) technical, organizational or other issues which are specific to the field of work.

A. Inclusions - CCOG definitions

5. The field of work described in this standard is defined by the Common Classification of Occupational Groups (CCOG) as follows:

1.M.02. Statisticians

Apply mathematical theories, techniques and proofs basic to the science of statistics as follows: develop new and improved methods for obtaining, analysing and evaluating numerical data and for the purpose of projections; develop standards on concepts, definitions and classifications; conduct research and write methodological reports and technical manuals with a view to enhancing the use of appropriate methods and standardizing and harmonizing statistical concepts, definitions and classifications; plan and conduct surveys and other statistical inquiries, including the determination of concepts, methods and classifications to be used, sample design and the development of data gathering instruments, such as questionnaires; organize the collection, storage and processing of data, evaluate completeness, reliability and relevance of raw data and adjust and weight figures accordingly; direct the computation of averages, ratios, distributions and the application of other statistical methods and techniques and organize the presentation of data into tabular or other graphic forms amenable to analysis and interpretation; write reports on the design, execution and results of inquiries, including the interpretation and evaluation of data and related matters; develop and maintain databases for storage, retrieval and dissemination of data; advise on methodological questions and the practical applications of statistical methods; advise governments and national statistical offices on improving statistics, statistical capabilities and the organization of statistical services.

6. The statistical field of work includes two occupational specialties, which are described below:

1.M.02.a. Theoretical statistics

Conduct research to develop new and improved statistical methods; develop and test experimental designs, sampling techniques and analytical methods; investigate, evaluate and make recommendations concerning the applicability, efficiency and accuracy of statistical methods used by physical and social scientists in obtaining, evaluating and analysing data.

1.M.02.b. Applied statistics

Collect, analyse and interpret data obtained from experiments, studies, surveys and other sources and apply statistical methodology to provide information for scientific or other research and for planning and monitoring programmes or services and evaluating trends; plan methods to collect information and develop appropriate data gathering instruments; evaluate the reliability of source of information; conduct surveys, utilizing sampling techniques or by complete enumeration; adjust and weight data and organize them into a form suitable for analysis; develop and maintain databases for storage, retrieval and dissemination of statistical data; present numerical information in graphs,

charts, tables or written reports, describe sources of information and assess reliability and usability of data; prepare conclusions and, when appropriate, projections; carry out methodological research and develop recommendations, guidelines, manuals and technical reports for application for the relevant statistical fields; advise on methodological questions and the practical applications of statistical methods; advise governments and national statistical offices on improving statistics, statistical capabilities and the organization of statistical services.

B. Exclusions

7. This standard does not cover posts which:
 - (a) Specialize primarily in other technical and substantive fields of work that also require knowledge and use of statistical methods and practices, e.g. epidemiologist (1.I.03.b); and
 - (b) Computer information systems specialists (1.A.05).

C. Guidelines for distinguishing between Professional versus General Service work

8. The distinction between Professional and General Service work in the field of statistics can be explained by the requirement for Professional work to consider advanced statistical theory and methods in the performance of statistical analysis. Knowledge of such theories and methods would normally be obtained through a university degree in statistics or a related discipline. Professional work is characterized by a higher level of complexity and includes problem-solving and recognizing relationships among variables. General Service work is characterized by performing data-analysis which uses descriptive statistical methods. In addition, the following guidelines, while not exhaustive, provide further clarification on the distinction between Professional and General Service work.

1.M.02. Professional statistical jobs:

- (a) Perform data analysis, including the establishment of relationships among variables, using statistical theory and methods and developing or adapting them;
- (b) Determine criteria and approach for selecting sources;
- (c) Determine the type of information to be collected, decide on data collection instruments, e.g., questionnaires, and their content and determine the appropriate presentation of the information concerned;
- (d) Determine methodology for the preparation of estimates, projections and other

statistical calculations; and

- (e) Provide guidance on the collection and analysis of country practices; carry out research, analysis and methodological studies to develop international recommendations and guidelines.

2.M.02. General Service statistical jobs:

- (a) Perform data analysis which uses descriptive statistical methods, including the calculation of indices, percentages, averages, ratios and growth rates in support of dissemination and/or quantitative analysis;
- (b) Identify and select sources and data, based on instructions and/or precedents;
- (c) According to established procedures, collect information using defined data collection instruments and compile, summarize, present and input it in a consolidated manner;
- (d) Within a given methodology, prepare estimates, projections and other statistical calculations; and
- (e) Collect and standardize information on country practices.

D. Issues in the field

9. Within the organizations of the common system the majority of jobs involve functions relating to applied statistics while few jobs are primarily charged with responsibilities as outlined in theoretical statistics (1.M.02.a.).

The definition of the term "programme" may have different interpretations in the various organizations of the common system. The statistical programme of the Organization pertains to the overall statistical function performed. A statistical programme as described in the typical duty statements, refers to a segment of the overall statistical programme and is frequently assigned to a section or unit of the Organization.

II - GRADE LEVEL DESCRIPTIONS AND EVALUATION RATIONALES

| |
|------------------------|
| P-2 GRADE LEVEL |
|------------------------|

A. Description of typical duties

Statisticians at this level research, collect, compile and analyse statistical data and the descriptions of methods, concepts and definitions relating to the data in specified fields from a variety of sources for dissemination to users. The responsibilities of the job require that the incumbent:

Research, collect, compile and analyse statistical data, by:

- Identifying and deciding on sources of data; assisting in the preparation or drafting of questionnaires; drafting correspondence to obtain or clarify information from national and international sources; and researching a variety of published sources.
- Evaluating suitability of data and adjusting as required; checking validity and performing statistical calculations; making estimates for missing data; ensuring transfer of data to database and recording the appropriate technical notes.
- Extracting data and deciding on formats for outputs for dissemination;

Maintain a database and oversee the input by statistical support staff:

- Train and guide the work of statistical support staff in the extraction of data from sources, in entry and retrieval from databases and in various statistical calculations and compilations.
- Monitor country practices and perform analyses for inclusion in methodological and technical studies.
- Prepare draft technical reports pertaining to the foregoing tasks.
- Respond to inquiries from users concerning the information disseminated and the availability of data.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through a first university degree in the field of statistics or mathematics; or in economics or other related disciplines with training in basic and applied statistics or similar quantitative studies also considered. Knowledge of computer science and its application to statistical work.

V. Practical experience

A minimum of one up to five years' experience at the national or one to two years at the international level in the collection, compilation and analysis of statistical data.

D. Language knowledge

Proficiency in one working language of the organization.

II. DIFFICULTY OF WORK

H. Individual contribution

Assignments require the application of statistical theory and methods in the analysis and dissemination of data collected. Extraction and use of such data require identification, interpretation and adjustment of data in the construction of tables and compilations.

V. Complexity of work assigned

Work at this level involves the application of the principles of the discipline to the analysis of statistical data. The analysis requires full identification and investigation of data but is restricted to well-defined subjects and statistical objectives. Work frequently requires collaborating in the development of integrated statistical databases.

III. INDEPENDENCE OF WORK

H. Guidelines

General guidelines are available in the form of handbooks, manuals and international standards, technical reports, rules and regulations and standard statistical procedures and methods. Detailed procedures are normally not available but previous statistical reports and accepted professional techniques provide guidance for statistical analysis.

V. Supervisory controls

Independent action is expected for repetitive assignments and general approach is outlined to accomplish assignments. Supervision is provided when new or complex projects or aspects arise. Problems and objectives are discussed in the initial phase of the assignment, and the supervisor provides guidance in solving unusual or difficult analytical problems. Work is usually reviewed at each major phase and the final product is checked for technical accuracy and relevance.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Written and oral contacts are primarily for the collection and exchange of information, clarification of substantive statistical issues and securing assistance in compilation of data into a computer database.

V. Importance

Contacts are normally maintained with counterparts in related functional areas with officers working on projects requiring statistical data and with staff providing support services (library and computer services) that assist in the acquisition of essential data.

External

H. Skill

Contacts are primarily to request and exchange data related to the assignment.

V. Importance

Contacts are with counterparts of national governments, non-governmental and intergovernmental institutions and other users and involve primarily the collection and dissemination of statistical data.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Does not normally involve full-time supervisory responsibilities but guidance may be provided to statistical support staff.

V. Responsibility for Professional staff

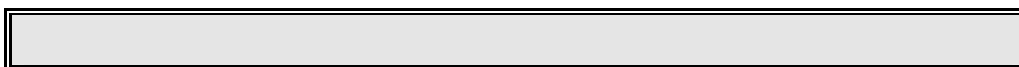
VI. IMPACT OF WORK

H. Effect on work

Decisions are made on appropriate methods and criteria for the collection, processing and compilation of data. Recommendations relate to the final presentation and use of data; improvements of procedures and guidelines; methodological changes and quality and usefulness of statistical tables and compilations.

V. Consequences of errors

Errors at this level may result in inadequate or misleading statistical analyses or studies and could delay response to user requests and affect accuracy of projects.



| |
|------------------------|
| P-3 GRADE LEVEL |
|------------------------|

A. Description of typical duties

Statisticians at this level organize, design and carry out the collection, analysis and interpretation of statistical data in specified fields. They are responsible for methodological research and designated parts of technical studies and reports. The responsibilities of the job require that its incumbent:

- Organize, design, plan and carry out the collection, evaluation, analysis, processing and dissemination of statistical data by:
 - (a) Selecting methods of collecting data, planning and preparing data gathering instruments, developing appropriate instructions and guidelines and ensuring the necessary data collection.
 - (b) Selecting and implementing methods for checking data collected for completeness, consistency, accuracy and comparability, and making the necessary adjustments and estimates as appropriate.
 - (c) Selecting and implementing appropriate methods for data processing for incorporation into databases, tabular presentation, editing and dissemination.
- Develop and manage the statistical database(s). This includes the design and development, normally in collaboration with a systems analyst or computer programmer, and ensuring maintenance, as well as the related documentation.
- Provide technical support to other programmes and/or to the organizations' constituents. This may involve, inter alia, follow-up and backstopping technical cooperation projects, training courses and technical seminars on data collection programmes, country practices and other related information.
- Participate in the development or revision of standards on statistical concepts, definitions and classifications by performing methodological research, including analysis of existing practices. Is responsible for designated parts or preliminary drafts of studies and reports.
- Prepare draft technical documents for international, intergovernmental and expert group meetings and assist in drafting the relevant reports.

- Assist in the organization of and participate in seminars, working groups and expert meetings as a technical resource person.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in the field of statistics or mathematics; or in economics or other related disciplines with training in basic and applied statistics or similar quantitative studies. Knowledge of computer science and its application to statistical work.

V. Practical experience required

A minimum of five to eight years' national experience with some international experience or two to five years at the international level in the collection, compilation, analysis and dissemination of statistical data. Experience in developing statistical methodologies and managing computer databases to store statistical information.

D. Language knowledge

Proficiency in one working language of the organization.

II. DIFFICULTY OF WORK

H. Individual contribution

Assignments require planning statistical procedures and outlining methods for the compilation of data and estimation of missing values; analysing conceptual and methodological approaches to identify and solve statistical problems in terms of definitions, consistency and comparability.

V. Complexity of work assigned

Work at this level involves the application of the principles of the discipline to plan, conceptualize and implement methods of statistical data analysis; structure and conduct research from multiple sources of national and international statistics, requiring in-depth consideration of multiple variables in the solution of methodological problems.

III. INDEPENDENCE OF WORK

H. Application of guidelines

General guidelines are available but may be only partially relevant and require adaptation of statistical methods and interpretation of standards for dissemination of data and for providing substantive inputs to statistical projects.

V. Supervisory control

Priorities and objectives within sectoral studies or analytical exercises are determined by the supervisor. The approach, methodology and scope of the analysis is jointly developed with the supervisor, but the analysis, modification or adaptation of data is conducted with technical independence. Work is reviewed for soundness of judgement and conformity to policies and objectives.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts are to provide advice and explanations on statistical compilation and evaluation and to investigate research topics with substantive specialists.

V. Importance

Contacts are with specialists throughout the organization but generally not with units outside the duty station to obtain, collaborate and clarify substantive aspects of statistical data and to provide advice and recommendations in investigating research topics.

External

H. Skill

Contacts are to obtain data and consult on common research topics, technical questions and interagency related statistical information.

V. Importance

Contacts are with counterparts in national, common system or other statistical offices to discuss research problems, obtain and exchange data in machine-readable or other acceptable form and to provide documentation or explanation of such data.

V. **SUPERVISORY RESPONSIBILITY**

H. Responsibility for support staff

Normally supervises two or more support staff.

V. Responsibility for Professional staff

Normally, does not supervise work of Professional staff.

VI. **IMPACT OF WORK**

H. Effect on work

Decisions are made on the selection of methods for the compilation or adaptation of statistical data. Recommendations are made on new areas for statistical compilation and ways to improve statistical methodology and on the content and structure of technical reports.

V. Consequence of error

Errors in selecting inappropriate methods of data compilation and adaptation can result in misleading and erroneous conclusions, affecting the quality and accuracy of disseminated statistical information.

P-4 GRADE LEVEL

A. Description of typical duties

Statisticians at this level initiate formulate and supervise activities involving the collection, compilation, analysis and dissemination of data and design and carry out methodological studies; provide technical guidance and advice on statistical development in support of technical cooperation programmes or other user requirements. The responsibilities of the job require that its incumbent:

- Initiate, coordinate and ensure the collection, evaluation, processing and dissemination of statistical data by:
 - (a) Developing appropriate methods for obtaining the relevant data. Supervising and coordinating the establishment of databases.
 - (b) Ensuring the quality of collected data for accuracy, consistency and comparability.
 - (c) Supervising the processing and dissemination of data, including tabular presentation and editorial inputs for publication and other purposes and ensuring that the outputs are relevant to the needs of users.
- Undertake methodological research with regard to standards on concepts, definitions and classifications to assist countries and other constituents in their statistical development while ensuring international comparability. This involves planning, formulating, supervising and carrying out methodological studies, such as the preparation of manuals, technical guides and classification schemes.
- Develop new or improved statistical methods and quantitative models for analyses and projections.
- Provide guidance and advice in the planning, operation and evaluation of statistical programmes and projects to other departments, field experts and constituents of the organization.

- Organize seminars, workshops, expert meetings, etc. inside and outside the organization and/or contribute by participating and by preparing technical documents and drafting the relevant reports.
- Promote cooperation and maintain liaison with other related fields within the organization and with relevant statistical agencies, national as well as international, for better coordination of statistical programmes and elimination of unnecessary duplication.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in the field of statistics or mathematics; or in economics or other related disciplines with training in basic and applied statistics or similar quantitative studies. Knowledge of computer science and its application to statistical work.

V. Practical experience required

A minimum of five to eight years' experience at the national and two to five years at the international level in the collection, compilation, analysis, adaptation and dissemination of statistical data. Experience in developing statistical methodologies and managing computer databases to store statistical information.

D. Language knowledge

Proficiency in two working languages of the organization.

II. DIFFICULTY OF WORK

H. Individual contribution

Work at this level involves initiation, formulation and supervision of the collection, preparation, evaluation and dissemination of statistics and methodological studies; development, recommendation and implementation of statistical methods and procedures within established general guidelines; providing advice, organizing seminars and training courses as well as coordinating and promoting the relevance of statistics.

V. Complexity of work assigned

Statistical programmes cover specialized subjects requiring in-depth analysis and evaluation of data of substantial complexity. Analytical and advisory work at this level requires a thorough understanding and consideration of intricate statistical relationships for the solution of

problems.

III. INDEPENDENCE OF WORK

H. Guidelines

Work at this level requires interpretation of existing guidelines and the creation of new guidelines and methods of statistical analysis.

V. Supervisory controls

Priorities and objectives within sectoral studies or analytical exercises are determined by the supervisor. The approach, methodology and scope of the analysis is exercised independently after consultation with the supervisor. Problems are discussed with supervisor when considered necessary by incumbent, who exercises initiative within instructions given by higher authority. Results are reviewed for soundness of conclusions and consistency.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts are to provide advice and assistance on technical questions and to promote the development and use of particular statistics.

V. Importance

Contacts are with counterparts and supervisors within the same functional area and extensively with other departments and field staff.

External

H. Skill

Contacts are to explain and discuss statistical methods and procedures, to coordinate and promote the development and application of statistical programmes and to provide training and advice.

V. Importance

Contacts are primarily with counterparts and senior officials in other United Nations organizations, intergovernmental and non-governmental organizations, national statistical offices and research institutes on matters of importance to the organization.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises from three up to ten support staff.

V. Responsibility for Professional staff

Normally supervises one to two Professional staff.

VI. IMPACT OF WORK

H. Effect on work

Decisions are taken on statistical methodologies and approaches to be followed in resolving statistical problems and on the evaluation of statistical data for reliability and usefulness. Proposals are made on major adaptations in established working methods and procedures and new studies, which affect future activities and operations of a statistical programme.

V. Consequences of errors

Errors in statistical compilation and selected methodologies and errors in advising constituents may lead to wrong conclusions and recommendations and may mislead users of data and could damage the credibility of the organization.

P-5 GRADE LEVEL

A. Description of typical duties

Statisticians at this level are responsible for the execution of an international statistical programme comprising the full range of activities leading to dissemination of data on an internationally comparable basis and associated methodological development. They provide policy and expert advice on a range of statistical issues. The responsibilities of the job require that its incumbent:

- Direct the planning, initiation and execution of an international statistical programme, comprising collection, compilation, analysis, dissemination and international standardization of data. This normally involves directing a programme or section of the organization's statistical service and providing both technical and managerial supervision of all its activities, including preparation of its work programme.
- Supervise and undertake research and methodological studies with regard to standards on the concepts, definitions and classifications of statistics to improve international comparability, and the creation, extension and further development of world-wide standards for the collection of data. Initiate, prepare and/or review reports and technical papers on the above.
- Supervise and undertake the development of new or improved statistical methods and quantitative models for analyses and projections.
- Provide advice throughout the organization, to governments, regional offices and other statistical institutions on the statistical aspects of programmes and projects and the evaluation and analysis of data, as required. This includes ensuring substantive backstopping of technical assistance projects in statistics.
- Maintain close liaison and cooperation within the field of responsibility throughout the organization and with other relevant national and international institutions to ensure full coordination and to avoid duplication of efforts.

- Represent the organization at international and regional meetings and inter-agency activities.
- Advise senior management on trends and developments in the relevant field, and recommend appropriate courses of action.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in the field of statistics or mathematics; or in economics or other related disciplines with training in basic and applied statistics or similar quantitative studies. Knowledge of computer science and its application to statistical work.

V. Practical experience required

Over 10 years' professional experience, including a minimum of over five years at the international level, in the planning, directing and designing of a programme to compile, process and disseminate statistical data; in developing and advising on statistical analysis and methodology; experience in the use of computers for the processing of statistical information and supervising the development and maintenance of computer databases.

D. Language knowledge

Proficiency in two working languages of the organization.

II. DIFFICULTY OF WORK

V. Individual contributions

Plans and directs the work of a statistical programme or section, provides technical leadership in the development and implementation of programmes, methodologies and policies with a view to improve statistical capabilities and standards of broad applicability.

H. Complexity of assigned work

Responsible for organizing, providing the framework for and guiding methodological studies and in-depth analyses of substantially complex statistical data. Supervisory responsibilities for implementation of policy interpretation and adherence require a thorough knowledge of a broad range of statistical methodologies and techniques of an intricate nature and may involve problems of composition which are difficult to solve.

III. INDEPENDENCE OF WORK

H. Guidelines

Within the context of established general guidelines, authorizes and determines the framework within which methodological studies and statistical analyses are conducted and establishes guidelines for such purposes. Interprets and adapts guidelines to produce statistical presentations to fit user requirements and supervises the implementation of work according to such guidelines.

V. Supervisory controls

Overall guidance regarding objectives, policy framework and direction of work is provided by the supervisor. Plans and formulates approach to statistical work and methodologies, including the full range of technical considerations and techniques to be applied. Precedent setting work or major deviations from set objectives are discussed with the supervisor. Work is normally not checked for technical accuracy and incumbent independently supervises the work of the programme or section. End product reviewed for attainment of objectives.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts are to provide advice throughout the organization on statistical matters and to represent the office at meetings and committees. Staff at this level are the organization's senior technical experts in their field of specialization and as such have a wide professional latitude in their contacts.

V. Importance

Contacts are with counterparts throughout the organization at all levels outside the functional area and with units outside the duty station.

External

H. Skill

Contacts are to present, collaborate and reach conclusions on recommended statistical methods, policy and development. Negotiates and agrees on the transfer/exchange of information to ensure the relevance and validity of statistical information to governments and other users. Represents the organization at collaborative meetings and provides guidance and advice on statistical issues and applications.

V. Importance

Contacts are with counterparts and senior officials in other United Nations organizations, intergovernmental and non-governmental organizations, national statistical offices and research institutes on issues of importance to the organization.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises three to six support staff.

V. Responsibility for Professional staff

Normally supervises three to five Professional staff.

VI. IMPACT OF WORK

H. Effect on work

Decisions are taken on the methodological framework and design and operation of statistical studies, the implementation of statistical work and the policy direction within the statistical

programme. Recommendations directly affect the policy implementation and the way in which statistical methodologies and studies are conducted and the direction of current and future activities.

V. Consequence of errors

Errors in establishing methodological frameworks or interpreting and implementing policy would lead to erroneous statistical representations and result in reformulation of published tables or reports. Errors in such reports and in advising constituents would damage the credibility of the statistical information provided and could affect the organization's image in the area.

D-1 GRADE LEVEL

A. Description of typical duties

Statisticians at this level are responsible for the development and execution of statistical programmes of major importance to the organization, including the coordination of substantive support services for technical cooperation programmes, and for advising senior management on a broad range of statistical issues and programmes. The responsibilities of the job require that its incumbent:

- Plan, organize and supervise management activities of a major statistical programme. This includes formulating programme objectives and priorities, managing programme and budget resources, executing administrative supervisory tasks and developing concepts or new approaches to improve and ensure the overall relevancy of output.
- Direct the activities of a programme or group of related programmes from data collection through various processing stages to dissemination of the final output.
- Plan and provide general guidance and overall supervision to methodological and research work within the assigned programme, including the preparation of the relevant reports and publications.
- Coordinate substantive and support services for technical cooperation programmes, which provide advisory services to regional offices and countries.
- Develop and maintain contact with other international organizations and with relevant national and international institutions to ensure coordination of interrelated statistical activities and represent the organization in related meetings.
- Provide authoritative advice to senior management on statistical matters and advise senior officials of other international organizations, heads of national statistical offices and other national and international institutions on statistical matters.
- Coordinate and integrate the programme with other programmes of the organization.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in the field of statistics or mathematics; or in economics or other related disciplines with training in basic and applied statistics or similar quantitative studies. Knowledge of computer science and its application to statistical work.

V. Practical experience

Over ten years of national and six to ten years of international professional experience in the policy and technical development of statistical programmes, projects, research and methodological work.

D. Language knowledge

Proficiency in two working languages of the organization.

II. DIFFICULTY OF WORK

H. Individual contribution

Direct, plan, supervise, coordinate and provide authoritative advice on the development, formulation and integration of major statistical policies, projects, research and programmes. Responsible for new approaches, problem resolution and development of new concepts within the assigned field.

V. Complexity of assigned work

Responsible for managerial and planning activities of a major statistical programme or group of related programmes. Requires thorough knowledge of the application of statistical concepts and techniques in major fields of work and in-depth understanding of the data needs of the organization.

III. INDEPENDENCE OF WORK

H. Guidelines

General guidelines are available in the form of overall policy objectives which require extensive interpretation to develop new approaches and to plan and execute statistical programmes, research and projects. Establishes guidelines for the development and testing of new approaches and provides advice on guidelines for other areas of the organization.

V. Supervisory controls

General objectives, including overall policy questions, developmental strategies and major technical issues are discussed with supervisor or senior management. In pursuing these objectives there is a high degree of professional and administrative independence. Results are reviewed for attainment of objectives.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts are to resolve problems, find solutions and provide authoritative advice throughout the organization and at meetings and in committees. Contacts are with senior staff in substantive programmes to ensure coordination of statistical programmes, projects and research work.

V. Importance

Contacts are with heads of programmes within the same functional area and of other programmes outside the functional area throughout the organization.

External

H. Skill

Contacts are to discuss and negotiate requirements, concepts and methodological approaches for use in statistical studies and the collection of data.

V. Importance

Contacts are with counterparts and senior officials of other international organizations, with heads of programmes in national offices and other national and international institutions in matters of importance to the organization.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises 15 to 20 support staff.

V. Responsibility for Professional staff

Normally supervises 10 to 15 Professional staff.

VI. IMPACT OF WORK

H. Effect on work

Decisions affect the scope, structure, content and relevance of statistical programmes and methodological studies. Recommendations are made on new initiatives and future developments, directly affecting the overall statistical programme.

V. Consequence of errors

Errors at this level would result in failure in the formulation of programmes and policies for the organization. Technical errors could lead to inappropriate policy decisions at the national and international level and affect the intended beneficiaries of projects or policies.

D-2 GRADE LEVEL

A. Description of typical duties

Statisticians at this level have the overall responsibility for the management and direction of the statistical programme, integral to the objectives of the organization, consisting of multiple, interrelated but clearly distinguishable statistical services of major importance. They ensure and provide policy and substantive advice to the senior management, intergovernmental bodies and Member States, promote coordination of the international statistical system and contribute to the overall policies and work programme of the organization. The responsibilities of the job require that its incumbent:

- Plan, organize and direct statistical operations, including the collection, compilation, publication and dissemination of international statistics, on the full range of statistical subject matters under the responsibility of the organization to meet national and international needs for statistics.
- Initiate, direct and report on programmes, research and studies aimed at the improvement of national statistical services and systems.
- Plan and direct the provision of substantive and support services for technical cooperation programmes to assist countries to improve their statistics and strengthen their statistical capabilities including the application of modern statistical methodology and computer technology.
- Initiate and develop high level contacts with senior government and international officials to maintain and improve a comprehensive flow of information on statistical matters for national and international use.
- Provide authoritative substantive and policy advice to executive and senior management and participate in developing policy issues and the overall work programme of the organization.
- Plan, manage and provide substantive servicing of international bodies in the field of statistics and ensure implementation of decisions of such bodies.

B. Factor rating rationales

I. PROFESSIONAL KNOWLEDGE

H. Theoretical knowledge

A level of theoretical knowledge equivalent to that obtained through an advanced university degree in the field of statistics or mathematics; or in economics or other related disciplines with training in basic and applied statistics or similar quantitative studies. Knowledge of computer science and its application to statistical work.

V. Practical experience

At least 20 years of relevant professional experience, including over 10 years at the international level in the policy and technical aspects of the application of statistical methodologies to the management of international statistical programmes, projects, research and methodological work.

D. Language knowledge

Proficiency in two working languages of the organization.

II. DIFFICULTY OF WORK

H. Individual contribution

Direct, plan, supervise and coordinate the overall statistical programme of the organization. Decide on the development and introduction of new policies, programmes and projects. Provide authoritative advice on the development, integration and formulation of statistical policies, projects, research and programmes to executive management and intergovernmental bodies.

V. Complexity of assigned work

Responsible for statistical activities of the organization covering a broad range of different subjects of major importance. Requires broad knowledge of the application of statistical concepts and techniques to the fields of work covered and understanding of the statistical data needs of the organization. Integrate, formulate and synthesize the work on the varieties of subjects of the statistical programme.

III. INDEPENDENCE OF WORK

H. Guidelines

Broad guidelines are formulated by intergovernmental bodies which require development and interpretation. Establish guidelines for programmes, projects and related activities under supervision and provide advice on guidelines for other areas of the organization.

V. Supervisory controls

All aspects of programme formulation and execution are delegated to incumbent. Incumbent is the technical authority in the statistical field in the organization.

IV. WORK RELATIONSHIPS

Internal

H. Skill

Contacts are to represent the senior managerial level in policy and programme negotiations and to provide authoritative advice in the statistical field to the organization.

V. Importance

Contacts are to represent the programme at major policy meetings within the organization. Responsible for overall coordination of the programmes and activities within the Office and coordination with counterparts in other areas of the organization.

External

H. Skill

Contacts are to represent the organization with authority to commit the organization on statistical policies, programmes and projects and to provide authoritative advice.

V. Importance

Contacts are with counterparts in other international organizations and intergovernmental bodies and heads of national statistical offices.

V. SUPERVISORY RESPONSIBILITY

H. Responsibility for support staff

Normally supervises over 50 support staff.

V. Responsibility for Professional staff

Normally supervises over 70 Professional staff (including project staff).

VI. IMPACT OF WORK

H. Effect on work

Decisions directly affect the overall statistical programme of the organization, having a direct impact on the work of other international organizations, national governments and other national and international institutions. Recommendations directly affect formulation of statistical policies at the national and international level.

V. Consequence of errors

Errors at this level would cause substantial damage to the statistical and other programmes of the organization and to major programmes of other organizations and national governments in terms of time, resources and credibility. Erroneous statistics issued by the Office may lead to inappropriate policy decisions at the national and international level.
