



JOB DESCRIPTION

Job Title:	Statistics Adviser – Social (Gender, Equality, Disability and Social Inclusion)
Division/Program and Section/Project (if any):	Statistics for Development Division / Statistics Leadership, Governance and Use
Location:	Noumea
Reporting to:	Manager Statistics Leadership, Governance and Use
Number of Direct Reports:	0
Purpose of Role:	Shape and lead SDD’s work program to strengthen the production, availability, analysis and use of statistics on gender, equality, disability and social inclusion (GEDSI) and related social statistics for Pacific Island countries and territories, including guiding statistical production, and providing statistical technical support and training.
Date:	<i>January 2024</i>

Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 30 – 45 long term staff within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

“Strong Pacific Island statistics systems that meet local and global needs for evidence-based policy, planning and monitoring”

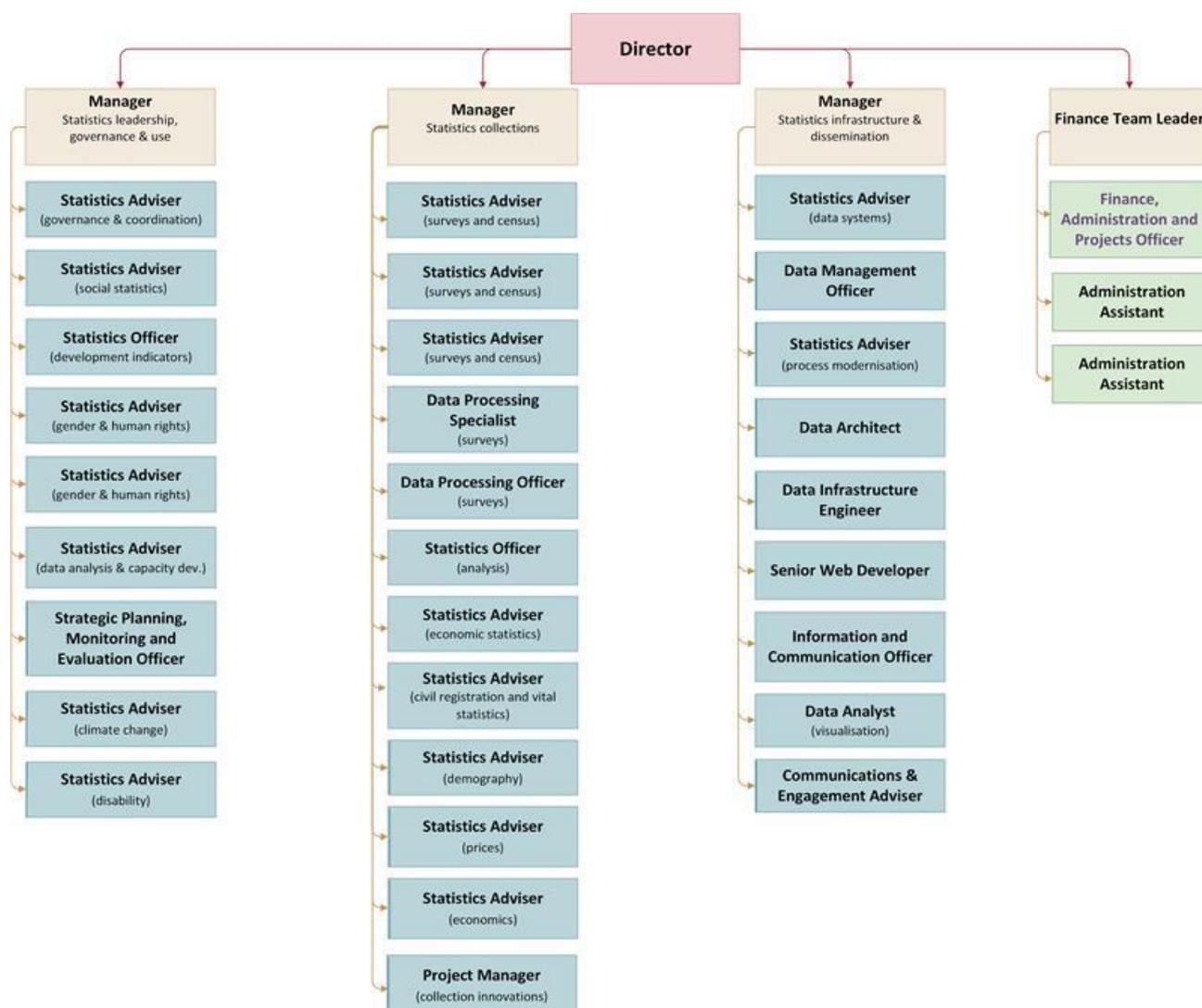
The SDD is organized in three program-delivering teams. These are:

- Statistics leadership, governance, and use
- Statistics collections (including both survey and administrative data)
- Statistics infrastructure and dissemination

Each team is led by a manager accountable for staff and other resources to deliver results against their work program. A fourth, small team is responsible for office management, finances and administrative support. All teams work in close cooperation with each-other. In addition to their work program, managers are held accountable for delivery against “ways of working” objectives, which change from time to time but in late 2023 were:

- Develop a high performing Division that works as a team.
- Mainstream good modern data practice.
- Strengthened engagement and partnerships with donors and stakeholders.
- Make the most of our resources.

Statistics for Development Division organisational chart



Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below:

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
KRA #1 Ways of working (10%)	<ul style="list-style-type: none"> • Demonstrable contribution as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan • This role's support for gender, equality, disability and social inclusion (GEDSI) statistics is well coordinated with the rest of the team and division's activities and ways of working as well as with regional frameworks and priorities • Other divisional staff are actively engaged in this role's activities through peer review, shared projects and code, coordinated missions and tasks, and joint authorship
KRA #2 Development and improvement of Pacific gender, equality, disability and social inclusion (GEDSI) and related social statistics and indicators (30%).	<ul style="list-style-type: none"> • Well designed and run programs of work are implemented to improve Pacific Gender Statistics and Pacific Disability Statistics through concrete actions in partnership with member countries and development partners • There is close collaboration with other SPC Divisions, including Human Rights and Social Development (HRSD) to ensure GEDSI statistics and data needs are identified and addressed

	<ul style="list-style-type: none"> • Progress in the development of GEDSI statistics and indicators is periodically reviewed and reported across countries • SDD and region are represented professionally in international technical working groups etc. regarding gender, human rights and related social statistics • Regular liaison and technical collaboration are fostered and maintained with key technical partners (including UNW, UNICEF, ABS, ADB, UNESCAP, UN Stats, Stats NZ, PIFS, MSG, SIAP, USP)
KRA #3 Collection, analysis, dissemination and communication of GEDSI and related social statistics and indicators (30%).	<ul style="list-style-type: none"> • Gender, human rights and related social statistics are collected, compiled, analysed and classified in collaboration with member countries using census, survey and administrative data as the primary data sources • Statistics and indicators are produced using appropriate statistical methods with respect to international best practices and standards • Statistics and indicators are compiled into national, sub-regional and regional statistics tables and indicators are regularly updated and disseminated through the Pacific Data Hub in collaboration with other SDD team members • Analytical reports, fact sheets and other knowledge products are developed for the Pacific region and countries using GEDSI statistics and indicators in collaboration with PICTs and other SDD team members • Technical papers and guidance on gender, human rights and related social statistics and indicators in the Pacific are produced
KRA #4 Technical assistance, training and support (30%)	<ul style="list-style-type: none"> • Timely and useful responses are provided to member country and other user requests for assistance with the sourcing and analysis of gender, human rights and related social statistics and indicators • Formal training is provided, including workshops, on-the-job-training and supervising professional attachments in the collection, analysis and reporting of gender, human rights and related social statistics • HRSD is supported in identifying and meeting GEDSI data needs through official statistics and indicators • Support is provided to improve and innovate data collection methodologies in GEDSI and in addressing risks and ethical challenges in sensitive topics, in order to expand the information needed to fill research and data gaps. • Partnership and collaboration is maintained with other agencies involved in monitoring GEDSI issues in the region, including UN Women, HRMI and other related agencies and ministries.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Capacity development, supplementation and substitution, particularly in small island states' statistical agencies with limited capacity in the design and production of data and statistics, data edits, coding and analysis and reporting of gender, human rights and related social statistics and indicators.
- Establish and maintain effective working relationship with staff from other divisions of SPC, regional governments/ministries and other regional and international partner agencies to ensure successful implementation of gender, human rights and related social statistics and indicators and other priorities under the Strategic Framework for Pacific Statistics.
- Analysis of gender, human rights and related social statistics and indicators to provide insights, knowledge products and guidance for member countries on gender, human rights and related social statistics and indicators and related policy issues.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
<ul style="list-style-type: none"> • Colleagues in SDD • Other SPC Divisions especially HRSD • Pacific Data Hub Program Manager and team 	<ul style="list-style-type: none"> • Coordination of technical assistance and program activities • Advise and assist on GEDSI statistics and indicators
External	
<ul style="list-style-type: none"> • Heads and staff of National Statistics Offices • Managers and staff in other Pacific organisations responsible for gender, equality, disability and social inclusion • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; USAid) • Technical Partners (e.g. PIFS, UN Women, UNESCAP, SIAP, UNFPA, UNDP, UNICEF, World Bank, ABS, SNZ, PFTAC) • Data Users – global, regional, national; government and non-government • Contractors and consultants 	<ul style="list-style-type: none"> • Training of staff and undertaking technical assistance discussions • Coordination of technical assistance and training • Participation in collaborative projects towards shared goals • Coordinating program collaboration, discussing technical matters and discussing budget issues • Presenting the SPC as an expert voice, promoting coordination and building a base for further resourcing

Level of Delegation:

The position holder has an operational expenditure budget of: *nil*.
 Budget Sign off Authority without requiring approval from direct supervisor: *up to 50 euros*.

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
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<ul style="list-style-type: none"> • Master’s Degree in statistics, data science, gender, development studies or other academic discipline related to the role 	<ul style="list-style-type: none"> • PhD in statistics, data science or other academic discipline related to the role • Member of a recognized professional association or related bodies • Adult learning, training or capability building qualifications
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Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of relevant experience in official statistics or related areas • Strong understanding of Pacific and/or international GEDSI statistics and issues • Strong skills and demonstrated experience with the production, analysis and interpretation of census, survey and administrative data related to gender, disability and human rights • Understanding of the importance of statistics and data for policy development and planning, including for sustainable development goals • Good understanding of the challenges developing countries (particularly small island states) face in the collection, production, analysis and use of official statistics • Excellent oral and written English language communication, and competence in writing and delivering technical reports and presentations • Demonstrated ability to work with people from different national and cultural backgrounds 	<ul style="list-style-type: none"> • Demonstrated on-going professional development referring to gender, social and human rights statistics • Demonstrated expertise and experience in rights-based approaches to development, gender sensitive budgeting, violence against women, disability • Practical and demonstrated ability in the design of census/survey questionnaires • Willingness to undertake frequent travel • Knowledge of and experience in other key areas of social statistics, such as health, education preferably in a developing country environment • Work experience in a developing country environment, preferably in the Pacific Island region • French language skills

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Skills in production and use of gender, disability and human rights statistics and awareness of statistical sources for the Pacific • Understanding of Sustainable Development Goals and related indicators
Advanced level	<ul style="list-style-type: none"> • Provision of technical advice and training • Software used in the production of statistics including Excel and one of R and Stata • Ability to analyse and report on gender, rights and social statistics in a policy context with the objective to produce policy briefings that SPC can publish • Use of administrative databases and associated systems • Communication skills, including ability to provide succinct written technical reports and analysis

Working knowledge	<ul style="list-style-type: none"> • Compilation methods for census and survey statistics • Methods for measuring social and economic impacts of gender and rights issues in the informal economy • Ability to analyse other related economic and social data • Staff and consultant management • Strategic influencing and stakeholder engagement
Awareness	<ul style="list-style-type: none"> • SPC Rules, Policies and Procedures

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.



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Number of Direct Reports:	0
Purpose of Role:	Contribute to SDD’s work program to strengthen the production, availability, analysis and use of statistics on gender, equality, disability and social inclusion (GEDSI) and related social statistics for Pacific Island countries and territories, including supporting statistical production, and providing statistical technical support and training.
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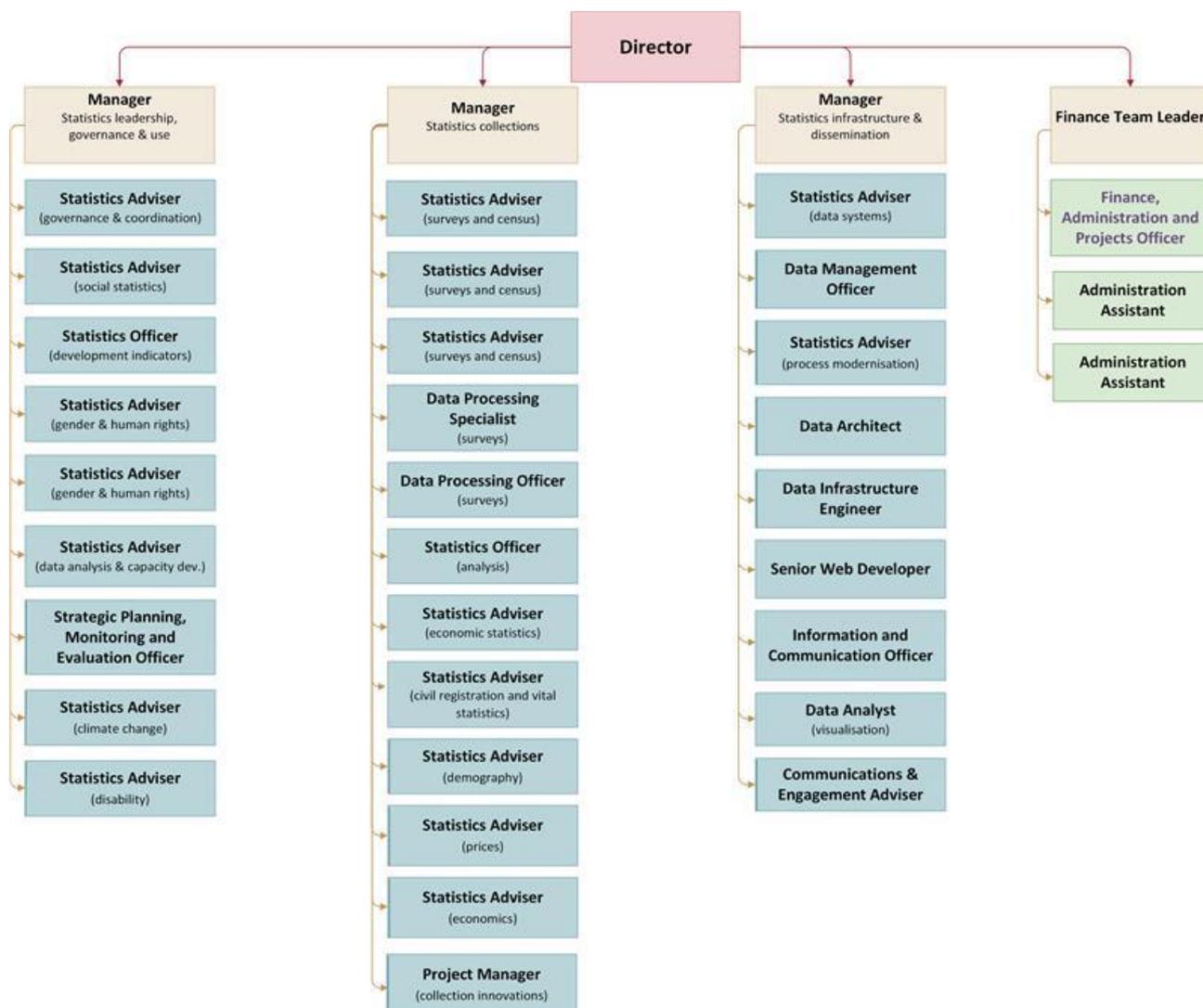
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