Post of Statistical Data Manager

1.   The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting a Statistical Data Manager.

2.   The Job Description for the post, together with the necessary information for applicants, is attached.

3.   You are kindly requested to bring this vacancy notice to the attention of qualified candidates in your country.

4.   Applications should be addressed to the Executive Director (ed@ico.org), accompanied by a covering letter, curriculum vitae, recent photograph and references, not later than **16 June 2017**.

JOB DESCRIPTION

POST: Statistical Data Manager
ORGANIZATIONAL UNIT: Statistics Section
GRADE: P-3/P-4

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Operations, the Statistical Data Manager will help the Organization to achieve one of its strategic goals of delivering world-class data, providing analysis and accurate information to the industry and policy makers. Specifically, the Statistical Data Manager will provide strong leadership in all matters relating to the collection, processing and dissemination of statistical information, and assist the Head of Operations in his responsibilities, duties and activities.

Key responsibilities of the Statistical Data Manager include:

1.   Day-to-day management and general administration of the Statistics Section, supervising the collection, processing and dissemination of statistical information.

2.   Presentation and dissemination of statistical data, including preparation of written and oral reports for ICO bodies, the ICO Secretariat and other interested parties.

3.   Preparing reports of the Statistics Committee meetings and follow-up recommendations.

4.   Evaluating and supervising the implementation of innovative techniques and procedures regarding the collection, compilation, presentation and dissemination of statistical data to meet the requirements of the Organization.

5.   Liaising with all sources of statistical information on coffee, including representatives of Member states, intergovernmental organizations, trade associations, data subscription services, commodity exchanges and private companies.

6.   Maintaining and managing the systems of Certificates of Origin, Indicator Prices and all other statistical and related databases of the Organization.

7.   Representing the Organization at meetings, conferences and other forums.

8.   Providing other areas of the Organization with statistical support for the preparation of documents and presentations.

9.   Organizing data and information management training within the Secretariat, as well as for ICO Member countries, and assisting in the delivery of such training.

10.   Identifying sources of income through the provision of statistical information.

11.   Supervising and dealing with queries from Members and other interested parties.

12.   Managing statistical information on the Organization's website.

13.   Contributing to the preparation of the Budget of the Operations Division and assessing office requirements for the Statistics Section.

QUALIFICATIONS AND EXPERIENCE

1.   University degree in relevant field (statistics, economics, mathematics or related area) or equivalent professional experience.
2.   Sound experience in data management and statistical software.
3.   Good knowledge and practical experience in statistical analysis and techniques, especially as applied in commodity markets.
4.   Excellent command of the English language.
5.   Knowledge of at least one of the other official languages (French, Portuguese or Spanish) of the Organization is desirable.
6.   Ability to maintain good relations with staff and external contacts.
7.   Initiative, methodical approach, tact and ability to work under pressure and to strict deadlines.
8.   Good organizational skills and supervisory capabilities.

REMUNERATION

A competitive compensation and benefits package is offered. The professional category is P-3/P-4 of the UN salary scales.