
TERMS OF REFERENCE STATISTICS ASSISTANT INTERN

1- BACKGROUND

In the Arab States today, the production of statistical indicators in general remains weak and unharmonized. Where available, employment and labour market data are scattered and irregular, not being shared or not properly used for policy development. The lack of comprehensive labour market information and analysis systems, and the fact that the production and dissemination of labour market data and analysis is happening in an uncoordinated manner, have often constrained the development of effective policies and programmes needed to correct distortions and imbalances caused by structural labour market challenges in the region. In the SDGs context, ILO is the custodian and partner agency for many Labour indicators mainly in *Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all*. For this purpose, ILO is coordinating with Arab States on SDGs reporting, assisting in developing methodologies and cognitive testing, and organizing technical workshops to compile SDGs indicators and other aspects of labour statistics: informality, Social Security, Volunteer work, wages, productivity...

The ILO is currently a new sampling software to assist member countries in determining sample size and draw samples from national sampling frames destined to Labour force surveys. It is planned to start testing this tool on real data in the next coming months. In addition, ILO is planning to prepare a Surveys Assessment Questionnaire to assess the statistical systems in Arab Countries to identify technical needs in producing quality Labour indicators. This questionnaire will constitute the basis for the upcoming missions to countries in reporting on technical gaps facing member countries and hence design tailored technical assistance to enhance their capacities.

2- OBJECTIVE OF THE ASSIGNMENT

The overall objective of the internship is to assist the Senior Regional Statistician in compiling data Labour statistics from Arab States and preparing material for technical labour statistics workshops.

3- RESPONSIBILITIES

Under the guidance and supervision of the Senior Regional Statistician, the intern is responsible for the following tasks:

- Assists in designing, organizing, planning and managing the collection, evaluation, analysis, compilation and dissemination of statistical data;
- Assists in developing, implementing and managing statistical database(s);
- Provide support in contacting statistical offices and requesting missing data;
- Assist in producing tables and graphics;
- Performs methodological research as inputs for technical documentation.

- Assists in the organization of seminars, working groups and expert meetings.
- Provide support in testing the sampling software design;
- Perform other duties as required.

4- TIME FRAME AND LOCATION

The contract will start on the 1st of September 2018 and end on the 28th of February 2019.
The intern will be based in Beirut, ILO regional Office for Arab States.

5- BUDGET AND PAYMENTS

The intern will be paid //USD 500// per month.
The total cost of the 6-month contract will thus be //USD 3,000//.

6- REQUIRED COMPETENCIES

Teamwork: Good interpersonal skills; ability to work in a multi-cultural and multi-ethnic environment with full respect for diversity.

Professionalism: Ability to manage processes, maintain accurate records and interpret/analyze a wide variety of data.

Planning and Organising: Effective organizational skills and ability to handle work in an efficient and timely manner.

Learning: Initiative and willingness to keep abreast of new trends in international development.

Technological Awareness: Proficiency in using MS Office applications. Knowledge in SPSS, STATA and other statistical software is a plus.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

7- REQUIRED QUALIFICATIONS:

- Completion of Bachelor's degree in Economics or Statistics and current enrolment in a Masters' degree.
- Experience in data collection and questionnaire design is desirable.
- Very good written and oral English and Arabic skills, French is an asset.

8- WORK EXPERIENCE:

Applicants are not required to have professional work experience. Knowledge experience in labour economics, statistics related areas is an advantage.