



INTERNATIONAL COCOA ORGANIZATION (ICCO)

VACANCY ANNOUNCEMENT

STATISTICAL ASSISTANT

A. Position title

Statistical Assistant

B. Location, Period and Remuneration

Grade Level: P-1/2 on the United Nations salary scale applicable to London

Duration: Fixed Term – Two years

C. Purpose of post

To assist the Statistician in the collection, collation, analysis and publication of statistical data on the world cocoa economy.

D. Major duties and responsibilities

1. To be involved in various tasks related to the collection, collation, analysis and publication of statistical information on the world cocoa market undertaken by the International Cocoa Organization (ICCO).
2. To contribute to reports, analysis, projections and studies on the cocoa economy prepared by the ICCO Secretariat.
3. To compute the daily ICCO cocoa prices and to send price information to countries, news agencies and other interested parties.
4. To input data for the preparation of the ICCO *Quarterly Bulletin of Cocoa Statistics* (QBCS), perform data validation and consistency checks, and generate camera-ready copies of tables for publication.
5. To assist in maintaining a computerized mailing-list and despatching questionnaires, checking and filing returns and sending reminders as necessary.
6. To update statistical information on the ICCO website
7. To perform other related duties as required by the Executive Director or the Director of Economics and Statistics Division.

E. Qualifications and experience required

1. University degree at MA or MSc level in a numerate subject area, for instance, Mathematics, Statistics, Computer Science, Economics (with quantitative specialization) or associated discipline; or a degree at BSc or BA level in one of the above mentioned numerate fields, combined with a minimum of three years' working experience in data collection and analysis, preferably related to commodity markets, agriculture or international trade.
2. Computer skills: must be thoroughly conversant with Microsoft Excel and Word programmes; knowledge of database applications would be an advantage.
3. Previous experience in compiling commodity trade statistics is desirable.
4. An aptitude for numerical work, accurate, consistent and methodological.
5. Good drafting skills.
6. Fluency in English. Working knowledge of French, Spanish or Russian would be an advantage.