



### Post of Associate Statistician

1. The Executive Director wishes to inform ICO Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Associate Statistician.
2. The job description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 31 October 2022** (original deadline extended on 25 October). Due to the high volume of applications, we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.

**Associate Statistician P-01/P-02**

Posting Title:	Associate Statistician
Grade Level:	P-01/P-02
Department/Office:	Operations Division/Statistics Section
Duty Station:	London, United Kingdom
Type of contract:	Fixed term - Locally recruited (one year with possibility of extension)
<b>Estimated Start Date:</b>	Immediate
<b>Closing Date for Application:</b>	31 October 2022

### **About the International Coffee Organization**

The International Coffee Organization (ICO) is an intergovernmental body, set up in 1963 under the auspices of the United Nations, responsible for implementing the International Coffee Agreement (2007) to strengthen the global coffee sector and promote its sustainable development in economic, social and environmental terms.

The ICO provides a unique forum for the global coffee community, working actively with its Member governments, international organizations, the private sector and all other stakeholders to address the challenges and opportunities facing the global coffee community, including the development and implementation of strategies to enhance the livelihood and the capacity of local rural communities and smallholder farmers to benefit from coffee production.

ICO Member Governments represent 93% of the world's coffee production and around two-thirds of world consumption, providing a unique forum for the global coffee community.

### **The Operations Division**

The Operations Division is responsible for the day-to-day operations of the ICO. It encompasses four main functions:

- Statistics including data collection, management, analysis and reporting;
- Economic research and analysis including the publishing of the ICO Coffee Development Report (CDR);
- Sustainability and Public-Private Partnerships, including development, fundraising and monitoring of technical cooperation projects;
- Secretariat and Communication, covering relations with ICO member states, public and private coffee stakeholders, the organization of ICO annual conferences and meetings and external communications to promote the ICO and its activities with members and stakeholders.

The position is within the ICO Statistics Section established within the Operations Division to support achieving of the ICO Strategic Goal 1: Delivering world-class data, analysis and information to the industry and policy-makers. The ICO Statistics Section encompasses several specific areas related to collection, quality control, processing and dissemination of production, consumption and trade data (including exports, imports, re-exports, non-member data and certificates of origin and prices (indicators, futures, prices to growers, retail/wholesale prices).

## Responsibilities

### DUTIES AND RESPONSIBILITIES

The incumbent, under the direct supervision of the Statistical Coordinator and reporting to the Head of Operations, providing assistance in the implementation of the annual work programme in the area of statistics and is assigned all or part of the following responsibilities

The main responsibilities are:

1. Contributing to the timely collection, estimation, processing and dissemination of statistical data and information on the global coffee sector:
  - a. Inputting data on prices, inventories, trade and other indicators to the statistical database on a daily, weekly and monthly basis
  - b. Within the delegated authority, responding to internal and external requests for information, and maintaining and updating web pages
  - c. Reaching out to and update ICO statistical contacts to ensure effective provision of data
  - d. Supporting the improvement of recurring collection and reporting processes by refining code and creating documentation
  - e. Preparing datasets for analysis, including merging, cleaning and recoding data
  - f. Analysing historical datasets to find outliers and anomalies, as well as documenting and correcting known data quality issues.
2. Assist in the collection, processing and dissemination of statistical data, including but not limited to the preparation of written and oral reports to ICO committees, Secretariat and other interested parties and key stakeholders including drafting or contributing to the Coffee Market Report, Monthly Trade Statistics, Coffee Development Report and other mandatory or ad-hoc statistical reports.
3. Assist in engaging and promoting effective collaboration with a broad range of providers of statistical data on coffee, with emphasis on liaising with representatives of Member States, intergovernmental organizations, trade associations, data subscription services, commodity exchanges and private companies.
4. Contributing to the development, implementation, management and maintenance of the ICO World Coffee Statistical Database and liaising with external service providers
5. Contributing to the development of techniques and procedures for the enhanced collection, compilation, presentation and dissemination of statistical data including identification of suitable ICT solutions for the Statistics Section and the Operations Division.

6. Performing other related duties as assigned, including replacing and/or backstopping for others within and outside the section.

**Level and purpose of contacts**

**Inside the Organization**

Contacts with staff at all levels to provide advice and briefing on all aspects of statistical matters; to obtain and give information; to enlist cooperation and facilitate mutual understanding; as part of the coordination of the Statistical Section including overseeing, guiding and coaching staff, assigning tasks and evaluating performance.

**Outside the Organization**

Within the delegated authority, contacts with a broad range of officials from ICO Members, partners and other stakeholders to collect and provide statistical information and respond to queries; with participants to conferences, seminars, workshops and similar events to give information and respond to queries.

<b>Skills and required qualifications</b>	
<b>Education and experience</b>	<ul style="list-style-type: none"> <li>- University degree in relevant field (statistics, economics, mathematics or related area) or equivalent professional experience.</li> <li>- Knowledge and practical experience in statistical analysis and techniques, especially as applied to the global coffee market statistics, especially handling export, imports and re-exports data, trade and agriculture.</li> <li>- Experience in drafting statistical reports and editing technical texts for publication would also be an asset.</li> <li>- Proven knowledge of ICT systems and specifically with regards to development and management of online statistical databases and websites would be required.</li> </ul>
<b>Language(s)</b>	<ul style="list-style-type: none"> <li>- Excellent command of the English language, oral and written.</li> <li>- Knowledge of at least one, preferably two, of the other official languages of the Organization (Spanish, Portuguese and French).</li> </ul>
<b>Specialized knowledge</b>	<ul style="list-style-type: none"> <li>- Ability to establish and maintain good relations with staff, management and external contacts.</li> <li>- Initiative, methodical approach, tact and ability to work under pressure and to strict deadlines.</li> <li>- Good organizational skills and supervisory capabilities.</li> <li>- Experience in working in a multilateral and multi-cultural environment is a highly desirable.</li> </ul>

### How to apply

The ICO will only accept duly completed applications sent to [ed@ico.org](mailto:ed@ico.org) by 31 October 2022 with:

1. A motivation letter,
2. A curriculum vitae using one of the following templates: <https://europa.eu/europass/en> or <https://europass.cedefop.europa.eu/editors/en/cv/compose> (online and saved),
3. Two references.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.ico.org](http://www.ico.org)

#### **No Fee:**

The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).

The ICO does not request any information related to bank accounts.