TEMPORARY JOB OPENING ANNOUNCEMENT

G5 Research Assistant
TJO Grade Level¹ Functional Title

UNCTAD/DITC/TAB/Trade Information Section
Department/Office/Division/ Service/Section
Economic Affairs
Job Network and Job Family (See list on page 3-4)

Deadline
(DD/MM/YYYY)

Duty Station: Geneva Estimated Start Date: 03.02.2020
Duration of need: 3 month FORMTEXT Open to External Candidates? YES ☒ NO ☐

DUTIES AND RESPONSIBILITIES

SUMMARY OF MAIN DUTIES
The post is located in Trade Information Section, Trade Analysis Branch, DITC, UNCTAD

Within delegated authority, the Research Assistant will be responsible for the following duties:

- Maintains relevant computerized databases, sets up files, stores, classifies and manages data and information.
- Sorts, consolidates, extracts and processes data and enters into relevant database.
- Assembles original statistical material; adjusts reported data from different sources and loads data into computerized database system.
- Researches, extracts, compiles and checks basic information and technical data on trade control measures, including non-tariff measures.
- Reviews, stores, classifies and evaluates a variety of economic and trade regulation documents.
- Assists in monitoring developments/Issues on trade control measures by collecting, selecting, analysing and compiling materials from multiple sources, e.g., relevant databases, legal texts and the Internet.

¹ For eligibility and other conditions, please see the Notes at the end of this form.
**COMPETENCIES**

- **PROFESSIONALISM:** Ability to research, interpret and analyse legal and economic texts and data. Ability to identify, extract and process data from various texts and databases and to enter them into computerized databases. Shows skill in identifying sources for data collection. Demonstrates ability to develop and work with economic statistics. Knowledge of database management and software development. Knowledge of MS Excel and Access and at least one statistical or database management software such as STATA, SQL, etc. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**QUALIFICATIONS**

**Experience:** A minimum of five years of experience in collecting, formatting and researching data across various areas of social and economic development required. Experience in statistics and data processing with at least one statistical or database management software such as STATA, SQL required.

**Education:** High school diploma or equivalent. First-level university degree in computer science, statistics, economics or related field is an asset.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

**Other Skills:**

Please send your application to:

Samuel.Munyaneza@unctad.org or Ralf.Peters@unctad.org