



### Post of Statistician

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is currently recruiting a Statistician.
2. The Job Description for the post, together with the necessary information for applicants, is attached. Only applicants short-listed for the post will be acknowledged.
3. Members are kindly requested to bring this vacancy notice to the attention of qualified candidates in their country.
4. The deadline for applying to the post of Statistician has been extended to **2 November 2018**. Applications should be addressed to the Executive Director ([ed@ico.org](mailto:ed@ico.org)), accompanied by a covering letter, curriculum vitae, recent photograph and references. Interviews of short-listed candidates will take place between **15 and 23 November 2018**.



## INTERNATIONAL COFFEE ORGANIZATION

### STATISTICIAN, STATISTICS SECTION – P01/P02

#### Responsibilities

##### CONTEXT

The ICO Statistics Section encompasses several specific areas related to collection, quality control, processing and dissemination of trade data (including exports, imports, re-exports, non-member data and certificates of origin); supply data; data on inventories and roasting; prices (indicators, futures, prices to growers, retail/wholesale prices); and calculation of votes.

##### DUTIES AND RESPONSIBILITIES

The incumbent, under the direct supervision of the Chief of the Statistics Section and reporting to the Head of Operations, contributes to:

1. The implementation of the ICO annual work programme in the area of statistics in order to achieve one of the ICO's strategic goals: delivering world-class data to provide the industry and policy makers with analysis, accurate and up-to-date information and indicators;
2. The effective performance of the Statistics Section in all matters relating to the collection, processing and dissemination of statistical information.

Specifically, the statistician will be responsible for the following duties:

3. Carrying out the collection, processing and dissemination of statistical data, including but not limited to, the preparation of written and oral reports to ICO bodies, Secretariat and other interested parties and key stakeholders:
  - a. Recording, preparing, uploading and/or entering statistical data received from Member and non-member countries and other sources into dedicated databases, ensuring consistency and accuracy of input by employing appropriate checks and reviews.
  - b. Proactively researching and collecting, analysing and processing statistical data from alternative sources when data has not been provided.
  - c. Assisting in the preparation of Daily Indicator Price Tables, Monthly Price Reports, Monthly Trade Statistics and support Tables and text, Quarterly Statistical Bulletins, Annual Trade Statistics and other 'ad hoc' statistical documents. Ensuring the accuracy of output and published data;
  - d. Assisting in the preparation of the Basis for Votes in the Council, the Initial Distribution of Votes in the Council and Re-distributions of Votes in the Council and maintaining the Votes database.
4. Contributing to the development of methodologies and procedures for the enhanced collection, compilation, presentation and dissemination of statistical data, with particular attention to developing state-of-the-art databases and analysis methods to meet the requirements of the Organization.
  - a. Helping conceptualize, as well as performing, data analyses to summarize trends in the coffee market to be reported in the monthly coffee market report and ad hoc presentations.
  - b. Querying and mining data sets to discover patterns, examining data and filtering for targeted information using traditional/exploratory and advanced analytic techniques to improve overall quality of the ICO statistical database.

5. Liaising with representatives of Members, subscribers, intergovernmental organizations, trade associations, commodity exchanges and private companies to ensure timely and effective access to data, and responding to data requests by preparing correspondence and/or corresponding directly with Member contacts relating to statistical matters or in response to requests for information.
6. Contributing to the development, implementation, management and maintenance of the ICO statistical database on coffee supply and demand, and the dissemination of this data.
7. Assisting in the preparation of technical reports, presentations and documentation for the Statistical Committee and, upon request, representing the Organization at conferences, seminars and training events;
8. Performing other related responsibilities, including replacing and/or backstopping for others within and outside the section as required.

**Level and purpose of contacts**

**Inside the Organization –**

Contact with staff at all levels to exchange information on all aspects of statistics and data availability; discuss and advise on statistical requirements; discuss ongoing work and needs; enlist cooperation and facilitate mutual understanding.

**Outside the Organization –**

Contacts with statistical focal points of Members, partners and other stakeholders to collect and provide statistical information, to give advice and information, and respond to queries.

	<b>Required Qualifications</b>
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>- University degree in a quantitative discipline (Statistics, Mathematics, Analytics, Computer Science, etc.).</li> <li>- Good knowledge of data management and statistical software and experience on statistical analysis and techniques would be desirable:               <ul style="list-style-type: none"> <li>o on relational databases (SQL, MS Access), including writing/and or modifying code and MS Excel;</li> <li>o on performing qualitative and quantitative data analysis with tools such as: R, Stata, SAS.</li> </ul> </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 one of the other official languages of the Organization (Spanish, Portuguese and French) would be an asset.</li> </ul>
<b>Specialised Knowledge</b>	<ul style="list-style-type: none"> <li>- Ability to maintain good relations with staff and external contacts.</li> <li>- Initiative, tact and ability to work under pressure and to strict deadlines.</li> <li>- Good organizational skills and ability to work in teams.</li> <li>- Proficiency in documenting work, including systems developed and data processed.</li> </ul>