**Census Coordinator**

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| **Job title:** | **National Census Coordinator for Census Project** |
| **Level:** | **SB4 (Project Staff)** |
| **Position Number:** | **00163837** |
| **Type of contract:** | **Service Contract** |
| **Closing date:** | **5th January 2021, Time: 17:00 P.M.**  |

**The Position:**

National Census Coordinator to coordinate preparatory and implementation of the 2021 Timor-Leste Population and Housing Census. The National Coordinator is based at the office of General Directorate of Statistics in Dili and reports to the Representative in close collaboration with the General Directorate of Statics and UNFPA PD analyst.

**How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

Timor-Leste is going to conduct a Population and Housing Census in 2021. The last census was conducted in 2015. The General Directorate of Statistics (GDS) in Timor-Leste is the institution mandated to undertake the census in the country. UNFPA is providing technical and financial support for the preparatory activities of the census.

GDS, through UNFPA requires the services of a National Census Coordinator to coordinate the preparatory work and implementation of the 2021 Census.

**You would be responsible for:**

* Advice the General Directorate of Statistics (GDS) and UNFPA Representative on the planning, organizations and execution and management of the 2021 Population and Housing Census of Timor-Leste.
* Ensure timely implementation of census implementation plan, quality control plan and other documents and make necessary amendments and revisions
* Maintain effective coordination amongst Census technical team to ensure that national interests are effectively addressed in terms of delivering quality census outputs
* Participate in and guide the development of the plans for data analysis and tabulation
* Assist the GDS to process and analyze pre-test, trial census and census data and production of preliminary, final and analytical reports and on the dissemination of census final reports, analytical reports and thematic reports.
* Develop mechanism for quality control and conduct field visits to monitor and validate quality of fieldwork of geographical preparations and enumerations.
* Coordinate the planning, organization and execution and management of training activities for national counterparts as needed.
* Contribute to the process of advocacy and resource mobilization for the 2021 Population and Housing Census and Demographic Health Survey.
* Support GDS in the development of the Population and Housing Census and Post Enumeration Survey (PES) instruments and ensure efficient sampling for trial census and PES.
* Support GDS to supervise the implementation of the pilot census activities and provide a report to guide the main census activities in timely manner.
* Collaborate with data processing staff of GDS to prepare data capture and processing plans and in a timely implementation of data processing schedules.
* Support the development of plans for data analysis and tabulation.
* Coordinate and support the development and implementation of PES schedule of activities, analysis of the PES data and production of reports including documenting lessons learned and best practices.
* Support the production and advise on dissemination of census final and analytical reports
* Prepare quarterly progress report of the 2021 census activities and consolidate quarterly progress reports for submission to GDS, UNFPA and census technical team.
* Support GDS to develop training plans and ensure timely training of staff involved in census activities field work, data processing (coding, data entry) and analysis.
* In close collaboration with UNFPA related staff, identify technical assistance needed and/or support from development partners and other agencies.
* Prepare Terms of Reference for consultants that will contribute to the various phases of the 2021 census.
* Undertake other tasks relevant to the 2021 census that may be required.

**Qualifications and Experience**

**Education:**

* Advanced Degree in Statistics, Demography, Social Sciences or a related field. PhD is highly desirable.

**Knowledge and Experience:**

* A minimum of 3 years’ experience working related academia, in statistics or surveys and in a technical management capacity.
* Knowledge of the census and other data collection.
* Experience in data collection.
* Good communications skills including English language skills (verbal and written);
* Track record of working in teams;
* Cultural and political sensitivity.

**Languages:**

Fluency in English.

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| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change
 | **Functional Competencies:*** Advocacy/ Advancing a policy-oriented agenda
* Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
* Delivering results-based programmes
* Internal and external communication and advocacy for results mobilisation
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| **Core Competencies:** * Achieving results,
* Being accountable,
* Developing and applying professional expertise/business acumen,
* Thinking analytically and strategically,
* Working in teams/managing ourselves and our relationships,
* Communicating for impact
 | **Managerial Competencies:*** Providing strategic focus,
* Engaging in internal/external partners and stakeholders,
* Leading, developing and empowering people, creating a culture of performance
* Making decisions and exercising judgment
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How to apply:

Interested candidate should submit a Cover Letter, and P11 form, in a sealed envelope marking “Confidential” with clearly mention the post applied to UNFPA Office at, Caicoli Street, Dili, Timor Leste. Or email to: timor-leste.office@unfpa.org. The deadline for application is 5th January 2021 at 17.00 pm.

Approved by:

Mr. Ronny Lindstrom

Representative, UNFPA