**International Data Processing Expert, Port Moresby, Papua New Guinea, Country Office**

**Level: Consultant**

**Contract Type: Consultancy**

**Closing Date: 21 August 2023**

**Duty Station: Port Moresby**

**Duration: Between Oct and Dec ( 50 days)**

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**Purpose of Consultancy:**

The National Statistical Office in collaboration with the United Nations Population Fund (UNFPA) and with funding support from the Australian Government, has concluded the conduct of the Socio-Demographic and Economic Survey (SDES). The 2022 SDES is a nationally representative sample survey and collected rich information that is vital for evidence-based plans and programmes. The SDES was designed to generate indicators on population and demographic characteristics, labor and employment, migration, education, fertility, household, and housing characteristics. These indicators will be used to monitor the progress of the country in terms of the targets set in the Sustainable Development Goals, PNG Vision 2050, Medium-Term Development Plan III, and other monitoring tools of the government.

Several thematic reports, namely: i) Economic Well-Being of the Population, ii) Fertility/Mortality, iii) Demographic Dividend, iv) Migration, v) Youth, vi) Gender, and vi) Education are currently being prepared and expected to be completed starting next quarter. Statistical tables and indicators are generated to support those thematic reports.

Data dissemination is currently ongoing both at the national and provincial levels. It is also planned to disseminate the data files such that users will be able to generate the indicators and statistical tables according to their data needs, allowing for easy access to the SDES data files.

Documentation of the SDES processes using documentation software to systematically document and compile all important documents utilized in the SDES will also be undertaken for easy access of SDES materials which can be used as a reference for similar future undertakings.

All these activities necessitate the services of an International Data Processing Expert (IDPE) who will closely collaborate with the NSO on data dissemination and documentation of SDES as well as with the thematic report consultants on the generation of special tabulations.

**Scope of work**

With the guidance of the Chief Technical Adviser (CTA), the IDPE will:

* Assist NSO in the development of the following computer system/applications:

- special tabulations for the thematic reports,

- use of Redatam software for data dissemination at the national and provincial levels, and

- use of data documentation software/tool/s.

* Contribute to the capacity building of NSO staff in those areas;
* Perform other job-related duties as assigned by the UNFPA Representative and/or Deputy/Assistant Representative required to ensure the success of the above-mentioned activities.

**Duration and working schedule:**

The contract will cover the **period October- December**.  Payments are calculated on the basis of a daily rate.

**The place where services are to be delivered:**

* The Individual Consultant will be at the National Statistical Office, Port Moresby, PNG

**Required expertise, qualifications, and competencies, including language requirements:**

**Qualification**

At least a Master’ degree in Statistics, Demography, Computer Science, MIS, or equivalent qualification in a relevant, directly related discipline with a statistical component

**Professional experience**

* A minimum of ten (10) years of professional experience (proven track record) in data processing using the latest version of CSPro, Redatam, Survey Solutions, and any data archiving, management, documentation, and dissemination tools;
* A minimum of ten (10) years of experience in data processing for censuses or surveys in developing countries;
* Experience in capacity strengthening and development, and skill transfer to local counterparts.
* Experience in PNG is an advantage.

**Competencies**

* Values:
	+ Exemplifying integrity
	+ Demonstrating commitment to UNFPA and the UN system
	+ Embracing cultural diversity
	+ Embracing change
* 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

**Languages:**

* Fluency in oral and written English is required.

Submission of applications:
Interested applicants should submit their applications of interest to:
The UNFPA Representative, UNFPA,  Level 14, Kina Haus, Douglas Street, PO Box 1041, Port Moresby on Email: png-recruitment@unfpa.org no later than 21 August 2023.

This should include:
Letter of Interest, CV, and UN Personal History Form/