- ➢ Noumea-based position
- ➢ Attractive expatriate package
- ➢ Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Data Management Officer** within its Statistics for Development Division. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Statistics for Development Division (SDD) is based in SPC's headquarters in Noumea, New Caledonia. The division employs approximately 20 staff, all of whom are all based in Noumea. SDD's goal is to help the Pacific Island Countries and Territories achieve "highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring." SDD has a regional statistical system leadership and coordination role; and also supports the region directly in data infrastructure, collection, statistical methodology, analysis and dissemination.

The role – the **Data Management Officer** will support daily operations of PDH.STAT, the online statistical database of the Pacific Data Hub, managed by the Statistics for Development Division (SDD) of the Pacific Community. The position will be responsible for preparing and uploading data to the database, supporting internal and external data providers, setting-up new data products, assessing data quality and monitoring the platform.

The key responsibilities of the role include the following:

Ways of working
- Contribute as a team-member to the organisational or 'ways of working' objectives in the division business plan.
- Ensure a coherent coordination of support for statistics.
- Provide support for governance and coordination that is consistent with other divisional work activities, reflects the input of subject matter experts and considers stakeholder needs.

Keeping PDH.STAT statistical database up to date and improving the quality of statistics
- A data update calendar is kept up to date indicating for each dataset on PDH.STAT a series of information.
- Periodic data harvesting processes to collect data from external parties are executed in a timely manner.
- Punctual data update requests are treated in a timely manner.
- Data quality issues reported by users are reported to data owners and if possible solved in collaboration with them.
- An overall quality assessment is run annually.

Expanding the content of the database and supporting standardisation of statistical dissemination
- Data requirements and data gaps signalled by users are recorded in a systematic way.
- New tables are prepared in the database using existing templates and tools. This includes modelling statistical tables using standard concepts and code lists, prototyping new statistical tables in the internal version of the database, adjusting and validating the new tables with the data owners, and releasing the new data on the public version of PDH.STAT.
- Data providers are invited to format their data according to defined standards and to use templates to update their data in PDH.STAT.
- Data upload templates are prepared and configured for data providers upon request.

Monitoring and testing the platform
- The monitoring dashboard is checked daily and punctual issues or anormal trends are reported.
- Bugs and feature requests reported by users are recorded in a systematic way and discussed before being channelled back to the maintainers of the .STAT Suite software platform.
- New versions of the application platform are tested in preparation of their release.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications
- A master's degree in statistics, economics, computer science or a related field.

Technical expertise
- 3-5 years of relevant practical experience in a data-intensive work environment.
- Experience in data modelling, data preparation and data quality assessment.
- Knowledge of one or more data management software (e.g. Python).
- Good interpersonal skills, team player with ability to network and effectively work in a multicultural setting.
- Capacity to learn continuously.

Language skills
- Excellent oral and written English language communication.

Interpersonal skills and cultural awareness
- A team player, with the ability to work in a multi-diverse and multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on performance and funding.

Remuneration – The **Data Management Officer** is a Band 9 position in SPC's 2023 salary scale, with a starting salary range of 3,209–3,915 SDR (special drawing rights) per month, which currently converts to approximately XPF 486,099–593,079 (USD 4,300–5,246; EUR 4,074–4,970). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will begiven to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 2 April 2023 – 11:00 pm (Noumea time)
Job Reference: SH000279

Applicants must apply online at http://careers.spc.int/
Hard copies of applications will not be accepted.
For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.
Applicants should not attach copies of qualifications or letters of reference.
Please ensure your documents are in Microsoft Word or Adobe PDF format.
SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):
1. Please briefly detail your experience in the areas of data preparation and data management.
2. What do you consider to be the value of data standards and could you provide some examples of key areas to which they can be applied ?
3. What is your opinion of the Pacific Data Hub as the principal source of Pacific data ?