

Vacancy Announcement No. ICSC/02/2025
Deadline for submission of applications: **18 April 2025**
Short-term Individual Contractor
Cost-of-Living Division
International Civil Service Commission, New York

Level of post: Consultant, level A

Duration of assignment: 1 May through 31 December 2025, for a total of 95 days

Overall setting

The International Civil Service Commission (ICSC), which is based in New York, was established by the United Nations General Assembly to regulate and coordinate the conditions of service of the United Nations common system. The Cost-of-Living Division of the ICSC maintains the Post Adjustment System (PAS) to ensure that no matter where United Nations common system staff work, their net remuneration has a purchasing power equivalent to that at the base of the system, New York. For this purpose, the Cost-of-Living Division organizes the periodic collection of data through cost-of-living surveys in accordance with a specific methodology. Under the overall direction of the Chief of the Cost-of-Living Division and working with statisticians and statistics assistants, the Individual Contractor will support the maintenance of the PAS.

Duties and responsibilities

The Individual Contractor will provide the following services:

- Execute the data entry and pre-processing of cost-of-living data, in particular price, housing and household expenditure data, or general duty station information compiled from pricing agents, staff and survey coordinators;
- Review the consistency and quality of cost-of-living data, as well as relay information on the progress of cost-of-living surveys, liaising with paired statisticians or statistics assistants;
- Act as focal point of contact for Survey Coordinators or Local Survey Committees for assigned cost-of-living surveys, supporting from remote local operations for the conduct of cost-of-living surveys, sending reminders for intermediate milestones and deadlines during the conduct of cost-of-living surveys;

- Deliver information and support to Survey Coordinators or Local Survey Committees about the steps of the survey process according to the methodology, procedures and guidelines of the PAS;
- Create, update and manage datasets in spreadsheets.

Competences

Professionalism: Ability to identify, extract, analyze and disseminate statistical data. Shows pride in work and in 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.

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.

Teamwork: Works collaboratively with members of the COLD team to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

A first level university degree in statistics, economics, finance or related field.

Work Experience

At least 5 years of relevant experience in cost-of-living data or price statistics is required. Experience with Microsoft applications, particularly Excel and Word, is required.

Experience in the operational planning, coordination and support of cost-of-living surveys is desirable. Knowledge of the PAS methodology and specific operational setting of COLD is an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required for the post advertised. Working knowledge of French is desirable. Knowledge of another official language of the United Nations is an advantage.

ALL APPLICANTS: Please complete a copy of the United Nations application form (Personal History Profile), Form P-11, at <http://unicsc.org/resources/general/vacancies/p11.doc>, quoting the vacancy number, along with a cover letter and send it to icsc-dropbox@un.org.