

Vacancy Announcement No. ICSC/05/2025

Deadline for submission of applications: **23 September 2025**

Short-term Individual Contractor

Cost-of-Living Division

International Civil Service Commission, New York

Number of available posts: 2

Level of post: Consultant, level B

Duration of assignment: 1-31 October 2025, with a variable (14 to 28) number of working days, to be determined upon finalization of the contract

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 an assigned statistician focal point of the Cost-of-Living Division, the Individual Contractor will have the role of pricing agent and conduct a price survey in Rome, with mixed modalities for price data collection, including in-person visits to stores, collection from outlets' websites, phone calls, or other modalities as per provided guidelines.

Duties and responsibilities

The Individual Contractor(s) will provide the following services:

- Collect and record price and related data according to item specifications across a pre-determined list of outlets determined in conjunction with FAO, the lead agency of Rome-based organizations;
- Coordinate with the focal point and among themselves to ensure an optimal coverage of the basket of goods and services;

- At the end of the price survey, submit two copies of the price information collected, one copy to the ICSC and the other to the FAO survey focal point, together with a report outlining primary features of the Rome retail market, difficulties and issues encountered with specific items or outlets, and suggestions for future surveys based on lessons learned.

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 10 years of professional experience in cost-of-living data or price statistics is required. Experience in managing and conducting price data collection activities for international or national cost-of-living comparisons is required. Knowledge of the post adjustment system methodology and specifications of the ICSC basket of goods and services is an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required for this advertised position. Fluency in Italian 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.