



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT Helsinki, Finland

VACANCY ANNOUNCEMENT RESEARCH ASSISTANT/DATABASE ADMINISTRATOR Consultant Contract (full-time or part-time)

Organizational unit: United Nations University World Institute for Development Economics Research (UNU-WIDER)

Reference number: 2016/UNU/WIDER/RA Database Administrator

Closing date: 29 April 2016, 23:59 EET

United Nations University objectives

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit www.unu.edu.

United Nations University World Institute for Development Economics Research (UNU-WIDER)

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today it is a unique blend of think tank, research institute, and UN agency – providing a range of services from policy advice to governments as well as freely available original research.

UNU-WIDER databases

Currently UNU-WIDER hosts the World Income Inequality Database (WIID), which collects and stores inequality data from all over the world. The database is updated annually and the data is released in Excel and Stata formats, as well as via a data query user interface and visualization. UNU-WIDER will also host the Government Revenue Database (GRD), which was originally developed by the International Centre for Tax and Development. The GRD will also be updated annually and the plan is to develop a data visualization and data query interface for it.

For more information on the WIID and GRD databases, please visit www.wider.unu.edu/WIID and www.wider.unu.edu/GRD.

The vacancy

UNU-WIDER is looking for an outstanding individual with strong skills and expertise in the collection, cleansing, analysis and management of large databases to acquire regularly the underlying country-level data for the WIID and GRD databases, and compile and add the most recent observations to the existing databases. The work will be carried out using Stata do-files in order to document in a transparent way the updating process, and ensure the highest quality and replicability of the databases.

Responsibilities

Under the supervision of the Director of the Institute, the Database Administrator will perform the following duties:

- Update the WIID and GRD databases on a regular basis to incorporate the latest relevant available data on distribution and taxation at country level;
- Update on a regular basis the WIID and GRD user guides and documentation documenting all sources and background information for country-year observations;
- Generate manuals describing the process of updating the WIID and GRD;
- Assist in the visualization process of the WIID and GRD, by providing data as requested;
- Providing ideas for the further development of the databases;
- Other duties as requested by the supervisor.

Required qualifications and experience

- A minimum of master's degree in Economics, Statistics, or equivalent quantitative social science discipline, with a minimum of three (3) years of relevant work experience;
- Strong skills and expertise in the collection, cleansing, analysis and management of large databases;
- Good command of Stata and MS Excel;
- Knowledge and previous research experience of distribution and tax data;
- Excellent drafting skills and fluency in both oral and written English. Knowledge of other official UN languages would be an asset;
- Excellent team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration

Remuneration will commensurate with qualifications, experience and level of responsibilities within the administration.

Duration and type of contract

The work will be performed on a full-time or part-time basis (at a minimum of 50 % rate, i.e. 10 actual full days worked per month). Based on part-time, the work can be conducted hourly at a minimum of 75 hours per month.

General conditions of contracts for the service of Consultants apply. The services of a consultant shall be limited to twenty-four months of accrued service within a period of thirty-six calendar months.

This is a locally-recruited position and no relocation allowance applies. The post is limited to a person residing in Finland including persons holding a valid work permit. The successful candidate will be employed under a local contract and will not hold international civil service status nor be a 'staff member' as defined in the UN Staff Rules and Regulations.

This contract carries no entitlement to paid annual leave nor sick leave.

Starting date: As soon as possible.

Application procedure

Interested applicants should submit their applications online using this [form](#) and must upload the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- An up-to-date CV;
- A copy of highest educational degree obtained.

UNU-WIDER shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, Article 8).