**UNITED NATIONS**



### OFFICE ON DRUGS AND CRIME

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| ANNOUNCEMENT NUMBER | 15-CON-15 |
| DEADLINE FOR APPLICATIONS | 17 March 2015 |
| TITLE | Individual contractor (data analyst) |
| ANTICIPATED DURATION | 3 months (until end of June 2015) |
| ORGANIZATIONAL UNIT | UNODC |
| DUTY STATION | Vienna |
| ESTIMATED REMUNERATION\* | to be determined |

# ANNOUNCEMENT FOR CONTRACTUAL SERVICES

\* This assignment does not carry any entitlement to social benefits such as medical insurance, pension, sick leave, etc.

**BACKGROUND AND RESPONSIBILITIES:**

UNODC assists Governments in enhancing their capacity to generate, manage, analyse, and report information on synthetic drugs, including new psychoactive substances. UNODC launched the Early Warning Advisory on New Psychoactive Substances (EWA) to monitor the emergence of these new psychoactive substances (NPS).

The UNODC Laboratory and Scientific Section requires the services of a contractor (data analyst) to analyse data contained in the EWA database with quantitative methods to identify trends and patterns of NPS emergence and compile and analyse data of the NPS member state survey 2014.

Within the framework of this assignment the contractor will carry out the following tasks:

• Draft a work plan of the analysis describing the questions and suggested methods to answer them based on discussions with experts from the Laboratory and Scientific Section

• Analyse the EWA database with standard quantitative methods (descriptive statistics)

• Document the methods used and draft a technical data report with the results of the analysis

• Present the results to UNODC experts

• Compile, perform consistency and quality checks and analyse data from the NPS member state survey 2014

• Document the results of the analysis of the NPS member state survey in the form of summary tables and graphs

• Produce ad-hoc graphs and charts on the data analysed as requested

**QUALIFICATIONS:**

Education:

• Advanced university degree in statistics, social sciences, epidemiology, economics, chemistry, life sciences or another relevant field.

Professional Experience:

• Minimum of three years relevant experience with quantitative data analysis.

• Excellent computer skills in MS Excel, working knowledge of MS Access.

• Good organizational and analytical skills. Computer literate.

• Knowledge of SPSS an advantage. Academic background in chemistry or a related field an advantage.

Languages: English and French are the working languages of the United UN Secretariat. For the position advertised, fluency in English with proven drafting and communication skills is required.

All applicants are requested to complete a United Nations Personal History form (PHP), available online (inspira.un.org) or send a complete United Nations Personal History form (P.11). **Applicants should also outline in a cover letter why they consider themselves qualified for the** **position. Due to the expected high volume of applications, only candidates under serious consideration will be contacted.** All applications should be sent to consultants@unvienna.org, by e-mail with PHP/P.11 in pdf format attached and with the announcement number mentioned clearly in the subject line. **Preference will be given to equally qualified women applicants.**