

	<b>SESRIC</b> <b>JOB DESCRIPTION FORM</b> <i>“Cooperation for Development”</i>		
	<b>Title</b>	Data Registrar	<b>Class</b>
<b>Department</b>	Statistics and Information Department (SID)	<b>Immediate Supervisor</b>	Director of Statistics and Information Department
<b>Staff Type</b>	Contractual	<b>Position</b>	Full-time
<b>Location</b>	Ankara, Turkey	<b>Application Deadline</b>	11 September 2017

### Job description/duties and responsibilities

#### Job Description Summary

The Data Registrar is in charge of entering data from various primary and secondary data sources including those of national and international agencies into MS Excel templates, processing these data based on the guidelines approved by the Department Director for their dissemination through various online channels; and assisting other departmental staff members with respect to data issues under the guidance of her/his immediate supervisor.

#### Main Responsibilities and Duties

- Profile different data assets to create aggregate data sets aligned with specific data requirements;
- Produce metrics and graph by using data visualization tools;
- Format data, validate results and ensure data integrity in the data profiling process;
- Apply knowledge for purposes of evaluation, analysis and interpretation of data;
- Analyse data with basic statistical methods and visualization techniques, interpret results, and provide written summaries of data analyses;
- Receive general supervision and guidance from more experienced team members;

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- Follow department processes and procedures; may make recommendations and/or implement improvements/ solutions;
  - Track project information, follow up on issue status, resolve routine issues, report status to supervisor;
  - Provide general administrative support as needed and perform other duties as required

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### **Job Requirements**

#### **Educational Requirements**

Bachelor Degree (Master's degree an advantage) on related areas (i.e. statistics, economics, management, banking and finance, actuarial science) at an accredited university

Minimum of two years of relevant coursework completed

#### **Language requirements**

High fluency in oral and written English. Fluency in other OIC official languages (Arabic or French) is an asset.

#### **Job Experience**

1-3 years of relevant vocational experience. Prior experience in the relevant area is preferred.

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#### **Other Requirements**

- Fundamental understanding of data profiling, data relationships and data curation
  - Excellent analytical skills
  - Competence in using office programmes (especially Excel)
  - Ability to adapt to data ambiguity and be excited by data exploration
  - Ability to multitasking and strong attention to detail; high degree of quality orientation
  - Demonstrate a strong work ethic (i.e. integrity, sense of responsibility, discipline, sense of teamwork)
  - Establish effective cross-cultural communication with both internal and external stakeholders
  - Adhere to produce high-quality work and demonstrate high-performance
  - Work in enthusiastic manner with his/her colleagues and immediate supervisor
  - Attend relevant training and self-development opportunities in order to fulfil the requirements of the post
  - Realize and embrace the vision and the broader goals of the Centre and OIC
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## **General Requirement**

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To be a Muslim national of the member countries

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### **HOW TO APPLY**

Applicants are kindly requested to send a cover letter or statement and a detailed curriculum vitae including information on their experience and previous work record to [hr@sesric.org](mailto:hr@sesric.org) until Monday 11<sup>th</sup> September 2017 at latest. Applications received after this deadline will not be accepted. Only short-listed candidates will be contacted. The subject line of the e-mail should include "Job Opportunities for Data Registrar ".

E-mail for Applications: [hr@sesric.org](mailto:hr@sesric.org)