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| **Terms of Reference**   |
| **Post Title:** | Intern (Data management) | **Duty station:** | Madrid, Spain |
| **Department:** | Statistics Department |  |  |
| **Type of Assignment:** | n.a |
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| **DUTIES AND RESPONSIBILITIES** |
| Under the supervision of the Chief (a.i.), Statistics Department, the incumbent performs the following duties:1. Contributes to the Department’s activities in the area of statistical databases, which may include (but not limited to):
	1. Assist in the documentation of the statistical reporting cycle and make proposals for improvement
	2. Assist in the review of reporting forms/questionnaires
	3. Provides support in liaising with countries for data reporting, providing assistance and verifying and updating contacts
	4. Assist in the data validation process, making proposals for improvement and developing validation rules
	5. Provides support through desk research and the compilation of good practices to inform the development of UNWTO’s statistical database
2. Contributes to improving data disseminaton and visualization
3. Provides general support of the Department and performs other tasks as required.
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| **REQUIREMENTS** |
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| **Academic** | * Under-graduate or post-graduate studies in the field of statistics, econometrics, economics, engineering, applied mathermatics, data science, or a related field
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| **Experience** | * Experience in multicultural environment
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| **Languages** | * Fluency in English is essential;
* Good working knowledge of another one the official languages of the Organization (Arabic, French, or Russian) is an asset.
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| **Computer Skills** | * Computer literacy in Microsoft Office software and Windows 10
* Knowledge of statistical software such as SPSS, STATA, EViews, R or Python
* Knowledge of data visualization tools such as Flourish, Tableau, Power BI or Shiny
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| **Other Skills and Competencies** | * Professionalism, integrity, respect for diversity
* Planning and organizing skills, ability to work independently;
* Flexibility, tact and discretion;
* Communication skills;
* Ability to work harmoniously with people in an international environment;
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