

Terms of Reference of Coordinator for the ISI Academy for Statistical Capacity Development

Position Title

Coordinator, ISI Academy for Statistical Capacity Development

Location

Remote, with occasional travel for meetings and events

Reporting to

ISI Vice-President responsible for Capacity Development and the Director of the Permanent Office of ISI.

Close collaboration with Co-Chairs of the ISI Committee on Capacity Development.

Objective of the role

The coordinator will be responsible for driving the activities of the ISI Academy for Statistical Capacity Development, ensuring effective outreach, collaboration, and engagement with various stakeholders within and outside the International Statistical Institute (ISI). The role aims to strengthen the Academy's visibility, increase ISI membership, and coordinate strategic initiatives that enhance capacity development in the field of statistical development globally.

Key Responsibilities

Planning: Outreach and engagement

Opening doors and networking with key stakeholders

Establish relationships and initiate contact. Develop and implement a strategic outreach plan to connect with potential partners, funders, and collaborators, both within and beyond the ISI network.

Coordinate outreach efforts to promote the ISI Academy's goals, programs, and opportunities.

Build relationships with relevant international organizations, universities, governments, and the private sector to garner support for the Academy's initiatives.

Facilitate dialogue between the ISI Academy and other international statistical bodies, regional institutions, and academic entities to identify areas of mutual interest.

Ensure alignment of collaboration efforts with the goals and mission of the ISI Academy and its stakeholders.

[Look for opportunities for joint activities](#)

Actively seek and engage with regional and international stakeholders in statistical development to foster partnerships.

Identify and coordinate collaborative projects and initiatives that align with the ISI Academy's objectives.

Develop and execute joint activities.

Planning: Identifying additional resources and fundraising

[Fundraising and resource mobilization](#)

Develop strategies for fundraising and securing financial support for the Academy's activities.

Draft proposals, concept notes, and other necessary documents and approach donors and funding agencies.

Cultivate relationships with potential funders and sponsors, ensuring long-term support for the Academy's mission.

[Support membership growth](#)

By developing the network of the ISI Academy, you support efforts to grow membership numbers in the ISI, specifically targeting statisticians, researchers, and practitioners from underrepresented regions or fields.

Work with ISI's membership team to refine strategies for member recruitment and retention.

Create and promote programs and incentives to increase participation in the Academy's activities.

Implementation: Program management and coordination

[Managing activities and projects, budgets and resources](#)

Assist in designing, developing, and managing capacity development activities organised by the ISI Academy.

Ensure that the Academy's offerings are relevant, impactful, and meet the evolving needs of the statistical community and the funders of those offerings.

Oversee the smooth coordination and logistics of all ISI Academy activities, including virtual and in-person events.

Regularly monitor the progress of the Academy's initiatives, ensuring that targets are met.

Prepare regular reports on the Academy's activities, membership growth, and partnership development for ISI leadership and other stakeholders.

Ensure transparency and accountability in the Academy's operations, including overseeing budget management.

Qualifications and experience required

- A minimum of a master's degree in Statistics, Economics, International Development/Relations or a related field.
- At least 5 years of experience in project management and international coordination
- At least 5 years of experience in membership development, or partnership management, ideally in an international corporate or academic environment.
- Knowledge of the global landscape of statistical capacity development.
- Proven ability to engage with high-level stakeholders and develop partnerships.
- Strong organizational skills, with an ability to manage multiple projects and priorities.
- Excellent written and verbal communication skills in English (other languages, particularly French, an advantage).
- Experience in fundraising and resource mobilization is a plus.

Skills and competencies

- Leadership and Initiative
Able to take initiative and drive projects with minimal supervision.
- Networking and relationship building
Demonstrated ability to build relationships and networks across a wide range of stakeholders.
- Communication
Strong interpersonal and communication skills, with an ability to influence and engage others.
- Strategic Thinking
Capable of aligning program activities with broader institutional goals and priorities.
- Project Management
Strong project management skills, ensuring timely delivery of objectives.
- Cultural Sensitivity
Able to work effectively in a multicultural and international environment.

Deliverables

- A series of online events with a common thread, involving the ISI Associations.
- Preparations for 4 in person ISI Academy Workshops with KOSTAT in Korea in 2026 and Spring 2027.
- Preparations for ISI Academy's contribution to the ISI conferences.
- A Mentoring Programme pairing distinguished ISI members and ISI members in institutions in lower and middle income economies.
- Promotion of existing activities, like courses and webinars and a promotion schedule for the next 6 months.
- An operational plan with the next steps of the ISI Academy the coming 3 years with short, medium and long term goals. This plan also includes proposals for ISI Academy activities for the first year, including timeline, contact persons, funding, draft agreements.

- Any other practical actions (of course compatible with the allocated working time).

More information can be found here: <https://isi-web.org/capacity-development>

Duration of assignment

Start: 1 July 2025, 2-3 days a week

Duration: 6 months, with the possibility of extension based on performance and funding.

Salary

We request the candidate to draft an overview of proposed activities and deadlines, divided in 2 periods: first 2 months (planning) and the next 4 months (implementation).

The fee will be based on deliverables for a period of 6 months.

How to Apply

You can apply by sending your cv, motivation letter and references to c.kleijweg@isi-web.org.

Please apply before 23 June 2025.

The interviews will take place in the week of 23-27 June 2025.

For further information, please contact ISI Director, c.kleijweg@isi-web.org.