

Researcher II, International Policy Centre for Inclusive Growth (IPC-IG)

Location:	Brasília, Brazil
Application Deadline:	14 December 2016
Type of Contract:	Service Contract
Grade/Step or Remuneration	SB 4
Languages Required:	English and Portuguese
Starting Date:	01/01/2017
Duration of Initial Contract:	12 months

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project between the United Nations Development Programme and the Brazilian Government to facilitate South-South Cooperation on key development issues. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community. The main objectives of the center are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC-IG not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers. The Centre regularly publishes Working Papers, issues of Poverty in Focus, Policy Research Briefs and One Pagers to encourage policy debate and dissemination of knowledge. IPC-IG publications are found at: <http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0>. The main thematic areas of focus for the IPC-IG are: public policies, social protection, cash transfers, population studies and evaluation of public policies. This Research Assistant position will integrate IPC-IG Research team.

Duties and Responsibilities

Under the overall supervision of the Research Coordination team of IPC-IG, the candidate is expected to perform the following:

1. Undertake literature surveys, carry out research, conduct quantitative and qualitative analysis of selected country programmes and policies;
2. Contribute to IPC-IG publication series, particularly one-pagers and discussion papers;
3. Identify and liaise with key research and policy related partners and institutions;
4. Support IPC-IG's Fundraising Committee activities, including the development of a funding strategy for the Centre;
5. Collaborate with the IT team in developing IPC-IG's intranet tools;
6. Assist on the preparation of terms of reference and technical project proposals for future agreements;
7. Attend missions and policy discussions in Brazil and other countries representing IPC-IG when needed;
8. Assist in organizing study tours, workshops and seminars in cooperation with partner institutions;
9. Update IPC-IG staff on current research developments and prepare presentations when requested;
10. Assume duties as needed in support of IPC-IG's work i.e. attend meetings with stakeholders, receive and brief officials and visitors to the Centre; and

11. Provide technical supervision to interns under his/her supervision.

Competencies

Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of IPC-IG;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Functional

- Excellent analytical and writing skills;
- Experience in the production of technical and conceptual papers;
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Knowledge of and experience in dealing with Government and nongovernmental institutions;

Knowledge Management and Learning

- Ability to strongly support and build knowledge products;
- Experience in building client relationships with strong networking and advocacy skills;
- Seeks and applies knowledge, information and best practices from within and outside of IPC-IG;

Judgment/Decision-Making

- Mature judgment and initiative; and
- Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experience

Essential

- Master's degree in the field of International Relations, Public Policy, Development Studies, Social Sciences, Political Sciences, Law or Anthropology.
- A minimum of five years of experience in developing research projects within government institutions, independent research institutions or international organizations;
- Professional or academic experience with research design;
- Professional or academic experience with research methods;
- Professional or academic experience with data analysis;
- Professional or academic experience in proof-reading of documents;
- Word processing and spreadsheet skills;
- Proficiency in written and spoken Portuguese and English proven by certificate or previous work or academic experience or personal experience abroad.

Desirable

- Professional or academic experience with social protection;
- Professional or academic experience with instruments of monitoring and impact evaluation of social policies in Brazil or other developing countries;
- Professional or academic experience with south-south learning and/or knowledge sharing initiatives;

- Working knowledge of other UN languages is considered an asset;
- Experience within the UN/UNDP/International Organizations.

Application and Selection Process

Applicants must send a P11 form* to ipc-hr@ipc-undp.org no later than 14/12/2016 quoting “**Researcher II**” in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Detailed CV;
- Cover letter;
- Recommendation letter;

All documents must be submitted in English. Applications sent after the deadline will not be accepted.

*The **Personal History Form** (P11) is available for download at:

<http://www.pnud.org.br/arquivos/P11.doc>

Incomplete applications or applications received after the deadline will not be considered. Please note that only applicants who are short-listed will be contacted for the next steps of the selection process, which will consist of a written test and a personal interview.

This is a national Service Contract position within the IPC-IG/UNDP. **International candidates will only have their applications considered if proof of a Brazilian work permit is attached to the application (*work card and visa*).** The IPC-IG/UNDP is not in a position to provide advice or assistance towards applying for such a permit.

The United Nations Development Programme is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are all equally encouraged to apply. All applications will be treated with the strictest confidence.