Senior Project Officer
International Policy Centre For Inclusive Growth (IPC-IG)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Brasilia, Brazil</th>
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<tbody>
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<td>Application Deadline:</td>
<td>06th September 2017</td>
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<tr>
<td>Type of Contract:</td>
<td>SC / SB-5</td>
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<tr>
<td>Languages Required:</td>
<td>English and Portuguese</td>
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<tr>
<td>Starting Date:</td>
<td>01/10/2017</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>12 months with possibility of extension</td>
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Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a global forum for South-South dialogue on innovative development policies guided by a partnership agreement between the United Nations Development Programme (UNDP) and the Government of Brazil. The IPC-IG’s mandate is to promote the production and dissemination of studies and policy recommendations, in addition to the exchange of best practices in development initiatives and the expansion of South–South cooperation. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community. To that end, the Centre regularly publishes Working Papers, issues of its flagship magazine, Poverty in Focus, Policy Research Briefs, Country Studies, One Pagers, Evaluation Notes, Conference Papers and Technical Papers to encourage policy debates and the dissemination of knowledge. Such publications can be found at: [http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0](http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0)

The UNDP and IPC-IG's mission is to promote policy dialogue and facilitate learning between developing countries around innovative social policies for inclusive growth. To such an end, the activities of the IPC-IG encompass four main areas:

- **Knowledge production** – Evidence-based policy research;
- **Knowledge Sharing** – Innovative platforms for South-South Dialogue;
- **Capacity Building** – Institutional Development targeting policymakers and experts;
- **Cross-cutting publications**.

The Senior Project Officer will develop and manage knowledge-sharing mechanisms, including on-line platforms, which includes both the IPC-IG’s Social Protection work as well as IPC-IG engagement with external partners in this particular area. The IPC-IG is the host organisation of the Social Protection Knowledge Sharing Gateway (socialprotection.org), and the Senior Project Officer will be responsible for the project management, fundraising activities and networking with existing and potential partners and members of this initiative. The job provides an exciting opportunity for a person with excellent strategic management skills, experience in knowledge-sharing platforms and long-term experience with development policies as well as South-South and triangular cooperation practices.

Duties and Responsibilities

Under the overall supervision of the IPC-IG’s Senior Research Coordinator, the Senior Project Officer is expected to perform the following:
Manage the implementation of project activities and ensure the achievement of outputs on a day-to-day basis, including monitoring of progress against projected outputs, proper management of funds as well as budget planning and control;

- Elaborate and implement a fundraising strategy in order to secure the platform’s sustainability;
- Supervise the platform communication and user engagement strategy in order to ensure the integrity and healthy growth of the platform in terms of content, members and stakeholders;
- Supervise the platform’s team, including interns and volunteers, as well as liaise with other internal teams such as Publications, Operations and IT;
- Ensure the coordination of knowledge-sharing activities with the broader international community of social protection practitioners;
- Ensure the platform remains state-of-the-art by monitoring new technology opportunities and features to receive, capture and share knowledge;
- Review and propose and implement changes, if necessary, on the platform functionalities based on usability tests and users’ feedback;
- Produce project reports considering the platform’s statistics and analytical data based on the commitments towards project donors;
- Supervise IPC-IG communication team with a focus on its international outreach
- Write project proposals and work plans ensuring the IPC-IG’s capacity as a reliable partner to national and international counterparts;
- Advocate and network on behalf of the IPC-IG’s overall goals in order to establish strategic partnerships;
- Facilitate the involvement of the IPC-IG in projects with a variety of stakeholders and donors;
- Represent the IPC-IG in events both national and abroad when necessary.

**Competencies**

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

**Functional**
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Knowledge of Results-Based Management, Logical Framework Approach and/or other project/programme management methodologies;
- Long-term experience in dealing with Government and non-governmental institutions;
- Excellent analytical and writing skills.

**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 the IPC-IG.

**Judgment/Decision-Making**
- Demonstrates mature judgment and initiative;
- Strong leadership and conflict management skills;
• Capable of independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experiences

**Essential**

- Master's Degree in Development Studies, Social Sciences, Communications, Information & Knowledge Management, Technology and Innovation Management or related fields and 08 years of working experience in project management;
- Working expertise in international development discussions, ideally related to Social Protection, South-South Cooperation and/or Inclusive Growth;
- Familiarity with building multi-stakeholder dialogues based on strong networking and advocacy skills;
- Advanced computer skills (word processing, database management, web browsing);
- Proficiency in Portuguese and English, proven by certificate, previous work, academic or personal experience abroad.

**Desirable**

- PhD Degree in Development Studies, Social Sciences, Communications, Information & Knowledge Management, Technology and Innovation Management or related fields;
- At least 5 years of working experience with management of ICT4DEV projects;
- Familiarity with knowledge sharing platforms, searchable databases and content management systems (CMS);
- Working experience coordinating project teams;
- Working knowledge of other UN languages is considered an asset, especially Spanish and French;
- Experience with Atlas ERP;
- UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a P11 form* to ipc-hr@ipc-undp.org quoting “Senior Project Officer” in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:
- Recommendation Letter;
- Cover letter.

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

*Personal History Form (P11) is available for download at: http://www.br.undp.org/content/dam/brazil/docs/RH/undp-br-P11-2016.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.

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 (carteira de trabalho) is attached to the application. 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 equally encouraged to apply. All applications will be treated with the strictest confidence.