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

**Location:** Brasília, Brazil  
**Application Deadline:** 31 October 2018  
**Type of Contract:** Service Contract  
**Grade/Step or Remuneration:** SB 4  
**Languages Required:** English and Portuguese  
**Starting Date:** December 2018  
**Duration of Initial Contract:** 09 months with possibility of extension

**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 is currently implementing in cooperation with IPEA, GIZ and MMA the project “Climate Change Expenditures in Brazil”, which aims to support the Brazilian government endeavors related to the identification, classification and transparency of national (public and private) and international financing on climate change.

At this first stage, the project will focus on identify, classify and systematize public expenditures of the Brazilian Federal Government in climate change endeavors, promoting transparency and social participation by disseminating information on the thematic as a mechanism to enhance the efficiency and quality of these investments. Hence, the project goal is to institutionalize a systematic process of data collection and analysis of Brazilian expenditures on and for climate change.

**Duties and Responsibilities**

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

1. Undertake literature surveys, carry out research, conduct quantitative and qualitative analysis;
2. Share research findings within the project coordinators, and prepare presentations and reports when requested;
3. Systematically document the methodology’s design and implementation;
4. Produce technical documents and reports related to the project;
5. Provide inputs on the advance of the project to the Technical Committee periodically
6. Prepare and promote a National Seminar to present the working progress and results for debate between a selected group of experts.
7. Organize, plan, monitor and support the project activities; in particular
   a. Assist the analysis of adequacy of the current applied methodologies, including the findings of the project IDB BR T1183 – “Fortalecimento do planejamento orçamentário de mudança do clima e Gestão Fiscal no Brasil” about climate change expenditures to the present ongoing IPEA’s environmental expenditures project methodology and data;
   b. Draft a methodology application Guide
c. Assist the test of application of the methodology for the defined historical series by using the draft guide;
d. Carry out the final elaboration of a Methodology Application Guide (Reference Reports).
e. Support IPEA on the organization of a database (historical series) on the federal government’s budget for the identification and categorization of expenditures on climate change (direct and indirect expenses), with SIAFI and SIGA Brasil as mainly data sources.

8. Identify and liaise with key research and policy related partners and institutions;
9. Support the Research Coordination to liaise with project partners and relevant stakeholders;
10. Assist in organizing a workshop in cooperation with partner institutions;
11. Assume duties as needed in support the Project’s Technical and Management Committees meetings, registering discussions and fostering the properly follow-up of activities discussed.

Competencies

Corporate
- Demonstrates integrity and fairness, by modeling the UN/UNDP’s values and ethical standards;
- 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.

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

Required Skills and Experience

Essential
- Post-graduation (Lato Sensu or Stricto Sensu) in Economics, Budget Accounting, Public Management, Environmental Management, Political Sciences, or related fields, and at least 07 years of experience with research projects with government institutions, independent research institutions or international organizations;

OR
- University Degree in Economics, Budget Accounting, Public Management, Environmental Management, Political Sciences, or related fields and at least 11 years
of experience with research projects with government institutions, independent research institutions or international organizations.

- Professional or academic experience with research methods in particular with public expenditure accounting;
- Proficiency in written and spoken Portuguese proven by certificate or previous work, or academic experience, or personal experience abroad, or as mother tongue;
- Proficiency in written and spoken English proven by certificate, or previous work, or academic experience, or personal experience abroad, or as mother tongue.

**Desirable**

- Professional or academic experience within the climate change area;
- Professional or academic experience with development of methodologies;
- Professional or academic experience with Brazilian public budget and expenditure;
- Professional or academic experience with data collection and/or gathering and/or analysis and/or systematization;
- Experience within the UN/UNDP/International Organizations.

**Application and Selection Process**

Applicants must send a P11 form* and Cover Letter to operations@ipc-undp.org quoting “Researcher” in the subject.

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

- Detailed CV;
- 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.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 for the next steps of the selection process, which will consist of an 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.