

Senior Project Officer

International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasília, Brazil
Application Deadline:	19 April 2019
Type of Contract:	SC / SB 5-3
Languages Required:	English and Portuguese
Starting Date:	1 st June 2019
Duration of Initial Contract:	12 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 carries out applied research and its ultimate goal is to generate knowledge resources to the global development community.

Within a broad partnership framework regarding knowledge-sharing on social protection, initiated by the G20 Development Working Group, the IPC-IG is contributing towards a multi-dimensional policy agenda, building on its renowned global outreach and advocacy portfolio. One of the IPC-IG's key offerings is the support to knowledge-sharing and capacity building on current practices as well as forward-looking social protection policy innovations in low- and middle-income countries through policy dialogue and support to comparative research.

The platform socialprotection.org was launched on the 12th of September 2015. This member-based online platform is dedicated to social protection, which is a policy approach that impacts millions of poor and vulnerable people worldwide. The goal of socialprotection.org is to foster knowledge-sharing and capacity strengthening on efficient social protection policies and programmes, by drawing on the experiences of low-income (LICs) and middle-income (MICs) countries.

The platform is financially supported by the Australian Department of Foreign Affairs and Trade (DFAT) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry of Economic Development and Cooperation (BMZ). Since its launch, socialprotection.org has gathered more than 4,000 members and amassed over 4,100 publications. It has organized 83 webinars in cooperation with a wide range of partners, and hosts 42 multi-language Online Communities.

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 Platform (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 to secure the platform's sustainability;
- Supervise the platform communication and user engagement strategy to ensure the integrity and healthy growth of the platform in terms of content, members and stakeholders;
- Supervise the platform's team, including service contract holders, individual consultants, interns and volunteers, as well as liaise with other internal teams such as Publications, Programme & Operations, Communications 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 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 or related fields;
- 10 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;
- Proficiency in English

Desirable

- PhD Degree in Development Studies, Social Sciences, Communications, Information & Knowledge Management, Technology and Innovation Management or related fields;
- 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;

Application and Selection Process

Applicants must send a P11 form* to operations@ipc-undp.org no later than 19 April 2019 quoting “**Senior Project Officer**” in the subject.

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

- Cover letter.
- Signed recommendation 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.

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.