Communications Assistant
International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasília, Brazil
Application Deadline: 22nd November 2015
Type of Contract: SC / SB-3
Languages Required: English and Portuguese
Starting Date: 01/01/2016
Duration of Initial Contract: 12 months with possibility of extension

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

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 Centre comprise 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 Centre is currently recruiting a Communications Assistant to support its knowledge-sharing activities and facilitate the dialogue with external partners. The job provides an exciting opportunity for a person with good communication, organisation, event management and writing skills to grow and interact with colleagues in an international, multicultural institutional environment committed to inclusive growth.

Duties and Responsibilities

Under the substantive guidance of the IPC-IG’s Research Coordinator, and the day-to-day oversight of the Communications Officer, the Communications Assistant is expected to ensure timely and high quality delivery of the following:

**Support the IPC-IG’s work in communications and outreach:**
- Provide communication support to the launch of the Centre’s publications, including the write-up of the monthly IPC-IG bulletin/newsletter, social media management, and multimedia production;
- Assist in the dialogue with the IPC-IG’s main national and international partners to ensure collaboration in activities of common interest;
- Support the research and documentation of good practices and strategies in inclusive growth policies;
- Support the design and implementation of communications products to highlight the key policy messages from the Centre’s research and flagship reports, making use of existing online tools;
- Support the production of content and regular update of the IPC-IG website and Press Room;
- Support to the consolidation of the Centre’s Networks of Journalists, and contact information for press and communications officers;
- Support the communications team in responding to demands and enquiries from internal clients, press, partners and other target audiences, as requested;
- Work with the communications team to ensure up-to-date distribution lists for IPC-IG publications;
- Provide English—Portuguese translation and interpretation support when required;
- Support the organisation of IPC-IG seminars and support the IPC’s Communications and Operations teams to ensure effective organisation of major events for the Centre, such as international conferences, workshops, study tours and international missions;
- Represent the IPC-IG on social events and seminars related to topics of interest;
- Participate on behalf of the IPC-IG in sessions and meetings to actively promote interactions with Government Agencies and International Organisations;
- Build awareness within the Centre of the perspective and priorities of collaborators, and assist the Centre’s Programme Unit in networking with external counterparts;
- Represent the Centre in receiving visitors and facilitating replies to institutional and public enquiries on subjects falling within the competence of the IPC-IG;
- Elaborate terms of reference, provide supervision to interns and assist in their selection as well as of online volunteers through the UNV online platform;
- Assess the IPC-IG’s participation in interagency forums, identify areas of improvement regarding the effectiveness of communication strategies and approaches;
- Participate in Communications training.

**Competencies**

**Corporate**

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

**Functional**

- Multi-tasking and motivated by results;
- Responds positively to feedback;
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Willing to work under pressure, with online/telecom supervision.

**Knowledge Management and Learning**
• Ability to strongly support and build knowledge products;
• Seeks and applies knowledge, information and best practices from within and outside of the IPC-IG.

**Judgment/Decision-Making**
• Demonstrates mature judgment and initiative;
• Client-oriented perspective focused on impacts and results;
• Demonstrates a high degree of pro-activity and hands-on approach;
• Proven ability to work in a team and multicultural environment, with minimal supervision.

**Required Skills and Experience**

**Essential**
• University Degree in Communications, Public Relations, Journalism, Development Studies or related fields;
• A minimum of two years of progressively responsible experience in public information, journalism or communications;
• Working experience in the use of Office software packages (MS Word, Power Point, Outlook, etc.) and multimedia software;
• Fluency in written and spoken Portuguese and English proven by certificate, previous work, academic or personal experience abroad.

**Desirable**
• Master’s Degree in Communications, Development Studies or related area;
• Working experience with Social Protection and/or South-South Cooperation themes;
• Experience with website editing and content management systems such as Drupal and WordPress;
• Working experience with social media;
• Excellent oral and written communication skills;
• Knowledge of other UN language is considered an asset;
• UN/UNDP experience is an advantage.

**Application and Selection Process**
Applicants must send a P11 form* to ipc-hr@ipc-undp.org by no later than 22nd November 2015 quoting “Communications Assistant” in the subject.

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

All documents must be submitted in English or Portuguese. 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](http://www.pnud.org.br/arquivos/P11.doc)

Incomplete applications or applications received after the deadline (22nd November 2015) 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 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 all equally encouraged to apply. All applications will be treated with the strictest confidence.