Editorial Assistant

International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, 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 partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. Located in Brasilia, Brazil, the IPC-IG facilitates South-South policy dialogue with the aim of expanding developing countries’ knowledge and capacities to design, implement and evaluate effective policies towards the attainment of a high level of inclusive growth. In addition, the Centre is currently carrying out the project “Brazil & Africa: fighting poverty and empowering women via South-South Cooperation”, a partnership between the UNDP, IPC-IG, UNFPA and UN Women, in coordination with the Brazilian Government and DFID. The project aims to contribute towards poverty eradication and inclusive socio-economic development in Low-Income Countries (LIC) in Africa while promoting gender equality and the empowerment of women.

The Centre is currently recruiting an Editorial Assistant to join the editorial team and support the publication of knowledge products described in the aforementioned project. The job provides an exciting opportunity for a person with excellent writing and editing skills in English and strong computer and web-based 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 Research Coordinator and the oversight of the Editor-in-Chief, the Editorial Assistant is expected to ensure timely and high-quality delivery of the following:

Technical Support to the IPC-IG Publications Team:

- Support the Editor-in-Chief across various publication cycles of Policy in Focus, performing whatever tasks are necessary to the timely delivery of each issue;
- Support the Editor-in-Chief to liaise with potential contributors to the magazine as required, performing initial contact and follow-up regarding the delivery of articles;
- Organise physical and virtual mailing lists of partners and stakeholders for the effective dissemination of the Policy in Focus magazine, custom-tailored for each edition;
- Actively support with the dissemination, update, maintenance and upholding of the Centre’s internal publication guidelines, based on proven academic standards;
Receive and incorporate changes to draft contributions or publications, revised by editors, translators and other partners, ensuring that the final drafts are consistent with the IPC-IG’s publication guidelines;

Collaboratively proof-proofread draft documents and adapt reviewed and/or translated content into semi-final draft documents;

Translate and proofread internal documents;

Contribute to the development of presentations on behalf of the IPC-IG Team;

Participate on behalf of the IPC-IG in sessions and meetings, to actively promote interactions between the Publications and Communications teams of partner institutions;

Support with the organisation of events and the production of promotional material;

Physical management of the Centre’s publications (printing, storing, and distribution) and organisation of the IPC-IG’s library;

Procurement of goods and services related to the Publications Team under the threshold of US$5,000;

Represent the IPC-IG in receiving visitors and facilitating replies to institutional and public enquiries on subjects falling within the Centre’s competencies.

**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, religious, racial, nationality and age sensitivity and adaptability.

**Functional**

- Capable of multi-tasking and highly motivated by results;
- Willing to work under pressure and effectively meet tight deadlines;
- Ability to review and process a variety of data, identify and adjust discrepancies, identify and resolve operational problems;
- Ability to work independently;
- Meticulous and organised approach to work with a high degree of attention to detail;
- Proven ability to work well in a multi-cultural and diverse environment and to work flexible hours upon request.

**Knowledge Management and Leadership**

- Responds positively to feedback and accepts inputs and suggestions from supervisors;
- Demonstrates strong oral and written communications 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;
- Client-oriented perspective focused on impacts and results;
- Proven ability to work in a team and intercultural environment, with minimal supervision.

**Required Skills and Experiences**
**Essential**

- Secondary Education;
- At least 1 year of editorial working experience on publications related to social protection, international affairs and/or development policies;
- Experience in the use of computers and office software packages (MS Word, Excel, PowerPoint), and well-versed in internet use;
- Excellent command of English and Portuguese, proven by certificate, previous work, academic or personal experience abroad.

**Desirable**

- University Degree in Communications, Journalism, Language Studies, Public and International Relations;
- Good understanding of printing technologies and publication cycles;
- Progressively responsible experience with editorial procedures, working with both print and web media publications;
- Experience with website maintenance;
- Knowledge of other UN languages 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 22\(^{nd}\) November 2015 quoting “Editorial 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 (22\(^{nd}\) 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.