Research Associate I
International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, Brazil
Application Deadline: 22nd November 2015
Type of Contract: SC / SB-4
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](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 **Research Associate** to support its research projects and learning activities. The job provides an exciting opportunity for a person with excellent analytical and writing skills to interact with colleagues in an international, multicultural institutional environment committed to inclusive growth.

Duties and Responsibilities

Under the overall supervision of the IPC-IG’s Research Coordinator, the Research Associate is expected to ensure timely and high quality delivery of the following:

- Conduct research and data analyses on population and social policies;
- Share research findings with IPC-IG staff and other audiences;
- Contribute to the Centre’s publications;
- Identify and maintain partnerships with external institutions;
- Support with reporting on the activities of the Centre;
- Develop draft documents and initiate correspondence regarding any matters concerning projects on Population, Education and Social Policies;
- Represent the Centre by attending missions and policy discussions in Brazil and abroad, actively promoting interactions with Government Institutions and International Organisations;
- Assume duties as required in support of the IPC-IG’s work, i.e. attend meetings with stakeholders, receive and brief officials and visitors to the Centre;
- Plan, organise and participate in capacity-development activities;
- Provide technical supervision to interns.

**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**
- 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 non-governmental institutions/organisations;
- Knowledge of international models of social policies and social protection programmes;
- Familiarity with South-South institutions that could support the IPC-IG in promoting social protection and development initiatives.

**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;
- Capable of independent judgment and discretion in advising on handling major policy issues and challenges;
- Ability to work under tight deadlines, manage multi-tasking requirements and a high degree of pro-activity and initiative;
- Hands-on and results-oriented approach;
- Proven ability to work in a team and intercultural environment, with minimal supervision.

**Required Skills and Experiences**

**Essential**
- Master’s Degree in Economics, Social Sciences, Development Studies, Demography or related areas;
- Experience in various relevant statistical and econometric modelling software packages, such as Stata and/or SAS;
• Excellent word-processing and spreadsheet skills;
• Fluency in English and Portuguese, proven by certificate, previous work, academic or personal experience abroad.

Desirable

• PhD Degree in Economics, Social Sciences, Development Studies, Demography or related areas;
• A minimum of three years of experience working in educational policy, population studies and/or educational data analysis within government institutions, independent research institutions or international organisations;
• Peer reviewed publications on issues related to the work in population studies and/or social policies;
• International working experience;
• Knowledge of other UN official 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 22nd November 2015 quoting “Research Associate I” 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

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.