Research Associate II
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 partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. Located in Brasília, 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 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:

- Undertake literature surveys, carry out research, conduct quantitative and qualitative analysis of selected country programmes and policies;
- Share research findings with IPC-IG staff and other audiences, and prepare presentations when requested;
- Contribute to the IPC-IG publication series, particularly One Pagers and Working Papers;
- Support the Research Coordination in partnerships and negotiations within the UN System with a variety of stakeholders in areas of Social Protection;
- Prepare Terms of Reference and project proposals for future agreements between the IPC-IG and potential donors;
- Develop draft documents and initiate correspondence regarding any matters concerning projects on Social Protection;
- Represent the Centre by attending missions and policy discussions in Brazil and abroad, actively promoting interactions with government institutions and international organisations;
• Assist in organizing study tours, workshops and seminars in cooperation with partner institutions;
• Plan, organise and participate in capacity-development activities;
• Systematically document the design, implementation, management instruments and arrangements of social policies in countries of the Global South through a variety of methods as required, such as notes, reports and multimedia material;
• 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 to promote 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, International Relations, Development Studies, Social Sciences, Public Policy or related fields;
• Peer-reviewed publications on one or more issues related to work in development policies and social policies;
• A thorough understanding of research design and methods;
• Fluency in Portuguese and English proven by certificate, previous work, academic or personal experience abroad.

Desirable

• PhD Degree in Economics, International Relations, Development Studies, Social Sciences, Public Policy or related fields;
• Experience and substantive skills in social sector policies (including conditional cash transfers, workfare or social assistance programmes and/or on the design and implementation of employment or intermediation programmes);
• A minimum of three years of experience working in development policy research within government institutions, independent research institutions or international organisations;
• Proven participation as a speaker in international seminars and similar events on topics of development and social protection;
• Excellent word-processing and spreadsheet skills;
• 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 22nd November 2015 quoting “Research Associate II” 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.