Database Assistant

International Policy Centre for Inclusive Growth (IPC-IG)

**Location:** Brasilia/DF – Brazil

**Application Deadline:** 31 October 2018

**Type of Contract:** SC / SB-3

**Languages Required:** Portuguese

**Starting Date:** December 2018

**Duration of Initial Contract:** 09 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 is currently implementing in cooperation with IPEA, GIZ and MMA the project “Climate Change Expenditures in Brazil”, which aims to support the Brazilian government endeavors related to the identification, classification and transparency of national (public and private) and international financing on climate change.

At this first stage, the project will focus on identify, classify and systematize public expenditures of the Brazilian Federal Government in climate change endeavors, promoting transparency and social participation by disseminating information on the thematic as a mechanism to enhance the efficiency and quality of these investments. Hence, the project goal is to institutionalize a systematic process of data collection and analysis of Brazilian expenditures on and for climate change.

**Duties and Responsibilities**

Under the overall management of the Project Research Coordination team of IPC-IG and IPEA, the selected candidate will provide the following services:

- Carry out research, identify and conduct quantitative and qualitative analysis of selected programmes and policies on expenditures on climate change
- Share research findings within the project coordinators and prepare presentations and reports when requested;
- Systematically document the methodology’s design and implementation;
- Support planning, organization and participate in capacity-development activities;
- Review the quality, consistency and suitability of specific materials, tools and processes in the project under his/her responsibility;
- Build awareness within the Centre about the perspective and priorities of potential collaborators and assist the IPC-IG Programme Unit in networking with them;
- Organize, plan, monitor and support the project activities; in particular:
  - Assist the analysis of adequacy of the current applied methodologies, including the findings of the project IDB BR T1183 – “Fortalecimento do planejamento orçamentário
“de mudança do clima e Gestão Fiscal no Brasil” about climate change expenditures to the present ongoing IPEA’s environmental expenditures project methodology and data;
  o Support to draft a methodology application Guide;
  o Assist the test of application of the methodology for the defined historical series by using the draft guide;
  o Assist the final elaboration of a Methodology Application Guide (Reference Reports);
  o Support IPEA on the organisation of a database (historical series) on the federal government’s budget for the identification and categorisation of expenditures on climate change (direct and indirect expenses), with SIAFI and SIGA Brasil as mainly data sources.

- Conduct the following activities in the Research Area:
  o Data gathering, systematization and critical analysis (using quantitative methods);
  o Support to the development of methodology;
  o Literature reviews;
  o Preparation of written inputs for reports and project documents;
  o Preparation of graphics, tables, figures for reports and project documents.

Competencies

Corporate
  • Demonstrates integrity and fairness, by modeling the UN/UNDP’s values and ethical standards;
  • 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 nongovernmental institutions.

Knowledge Management and Learning
  • Ability to strongly support and build knowledge products;
  • Experience in building client relationships with strong networking and advocacy skills.

Judgment/Decision-Making
  • Mature judgment and initiative;
  • Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experiences

Essential
  • University Degree in Economics, Statistics, Public Management, Environmental Management or related areas and at least 3 years of working or academic experience with database management;
  • Working or academic experience with the analysis and/or management of microdata, administrative records and/or quantitative primary databases;
  • Proficiency in written and spoken Portuguese proven by certificate, or previous work, or academic experience, or personal experience abroad, or as mother tongue.
Desirable

- Post-graduation in Economics, Statistics, Public Management, Environmental Management or related areas;
- Working or academic experience with database management packages (such as SAS, Python, R or MySQL/SQL);
- Working or academic experience with public budget database, and/or public expenditures, and/or environmental, and/or climate change area;
- Working or academic experience with the elaboration of technical reports and/or project documents;
- Working or academic experience with or within governmental agencies is considered an asset;
- Basic knowledge in written and spoken English proven by certificate, or previous work, or academic experience, or personal experience abroad, or as mother tongue;
- UN/UNDP experience is an advantage.

Application procedures

Applicants must send a P11 form* and Cover Letter to operations@ipc-undp.org quoting “Database Assistant” in the subject.

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

- Detailed CV;
- Recommendation Letter.

All documents must be submitted in Portuguese or English. Applications sent after the deadline will not be accepted.

*The 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.

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.