

Research Assistant,

International Policy Centre for Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Application Deadline:	29 April 2019
Type of Contract:	SC / SB 3-1
Languages Required:	English
Starting Date:	01 st June
Duration of initial contract:	12 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 carries out applied research and its ultimate goal is to generate knowledge resources to the global development community. The main objectives of the center are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC-IG not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers. The Centre regularly publishes Working Papers, issues of Poverty in Focus, Policy Research Briefs and One Pagers to encourage policy debate and dissemination of knowledge. IPC-IG publications are found at: <http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0>. The main thematic areas of focus for the IPC-IG are: public policies, social protection, cash transfers, population studies and evaluation of public policies. This Research Assistant position will integrate IPC-IG Research team.

Duties and Responsibilities

Under the substantive guidance of the Senior Research Coordinator, the Research Assistant is expected to ensure timely and high-quality delivery of the following:

1. Undertake literature surveys, carry out research, conduct qualitative analysis of selected country programmes and policies;
2. Assist on the management of some projects liaising and providing information for Programme and Operations at IPC-IG, liaise with consultants and vendors when needed;
3. Contribute to IPC-IG publication series, particularly one-pagers and discussion papers;
4. Identify and liaise with key research and policy related partners and institutions;
5. Assist on the preparation of terms of reference and technical project proposals for future agreements;
6. Attend missions and policy discussions in Brazil and other countries representing IPC-IG when needed;
7. Assist in organizing study tours, workshops and seminars in cooperation with partner institutions;
8. Update IPC-IG staff on current research developments and prepare presentations when requested;

9. Assume duties as needed in support of IPC-IG's work i.e. attend meetings with stakeholders, receive and brief officials and visitors to the Centre; and

Competencies

Corporate

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

Leadership

Takes responsibility for and ensures high quality of own work

- Uses available resources, methods, partners, and information effectively

Communication and Relationship Management

Reliably and consistently interprets information and instruction correctly

- *Responds to information and instruction with professionalism and accuracy*
- *Speaks on behalf of self with professionalism and integrity consistent with UN values*

Innovation

Assesses work with critical eye

- *Seeks feedback on work activities*
- *Demonstrates interest in learning about clients' perspectives and needs*

Knowledge Management and Learning

- Ability to strongly support and build knowledge products;
- Demonstrates strong oral and written communications skills;
- Experience in building client relationships with strong networking and advocacy skills;
- Seeks and applies knowledge, information and best practices both within and outside of the IPC-IG.

Judgment/Decision-Making

- Mature judgment and initiative;
- Client-oriented perspective focused on impacts and results;
- Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experience

Essential

- University Degree in Communications, Social Sciences, Development Studies, International Relations, Education or related fields;
 - 1 year of professional or academic experience with research projects and/or project management assistance;
 - Proficiency in written and spoken in English;
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Desirable

- Experience in conducting and analysing data from in-depth interviews and focus group discussions;
- Experience with the Microsoft Office package;
- Working or academic experience in development and/or social policy areas;
- Fluency in French is an asset;
- Working experience in sub-Saharan Africa is an asset,

Application and Selection Process

Applicants must send a P11 form* to operations@ipc-undp.org by no later than 29 April 2019 quoting “**Research Assistant**” in the subject. The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Cover letter;
- Signed recommendation letter.

All documents must be submitted in 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 for the next phases. They will consist of an interview.

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.