Research Assistant, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL
Application Deadline: 14th March 2016
Type of Contract: SC / SB-3
Languages Required: English and Portuguese
Starting Date: 01st May 2016
Duration of Initial Contract: 6 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, the IPC-IG facilitates South-South policy dialogue with the aim of expanding the knowledge and capacities of countries to design, implement and evaluate effective policies towards the attainment of high inclusive growth. In addition, the IPC-IG is currently carrying out the project “Brazil & Africa: fighting poverty and empowering women via South-South Cooperation”, a partnership between the IPC-IG, the UNDP, UNFPA and UN Women, in coordination with the Brazilian Government and DFID. The project aims to contribute towards inclusive socio-economic development and the eradication of poverty in Low-Income Countries (LIC) in Africa, by promoting gender equality and the empowerment of women.

The project is allocated under the broader umbrella of Social Protection, an issue which is considered by the IPC-IG and the UNDP as a key area in social development. Within a broad partnership framework regarding knowledge-sharing on social protection, initiated by the G20 Development Working Group, the IPC-IG is contributing towards a multi-dimensional policy agenda, building on its renowned global outreach and advocacy portfolio. One of the IPC-IG’s key offerings is the support to knowledge-sharing and capacity building on current practices as well as forward-looking social protection policy innovations in low and middle income countries through policy dialogue and support to comparative research.

The Centre is currently recruiting a Research Assistant to support its knowledge production and knowledge sharing activities with a focus on social protection and South-South Cooperation using IPC-IG’s different communication channels with focus on the online platform www.socialprotection.org. The selected candidate will also assist in the management and conceptual revision of content, moderate and provide technical inputs to discussions and elaborate on data gathering. The Research Assistant will advise the IPC-IG regarding current trends and ongoing debates in order to keep its diverse communication channels updated, which are relevant for the dissemination of the outcomes of the aforementioned project.

The job provides an exciting opportunity for a person with excellent project management skills; technical know-how of social policies, social protection programmes and related topics, as well as experience in south-south and triangular cooperation, to interact with colleagues in an international environment committed to inclusive growth.
Duties and Responsibilities

Under the substantive guidance of a Senior Project Officer and following the UNDP Brazil Country Office’s policies and guidelines, the Research Assistant is expected to ensure timely and high quality delivery of the following activities:

**Support for the Knowledge production:**
- Investigate specific topics related to the priorities identified by consultation with policy makers;
- Undertake literature surveys and carry out research, quantitative and qualitative analysis of selected country programmes and policies;
- Contribute to the development of an online course on policy options, strategies and good practices in social protection as well as training material;
- Develop profiles of national social protection programmes;
- Produce One Pagers and Working Papers on the outcomes of discussions and member contributions on the platform;
- Keep the IPC-IG staff up-to-date on current research developments and major conferences and meetings in the field;
- Assume duties as necessary in support of the work of the Centre, i.e. attend meetings, host and brief officials and visitors to the Centre.

**Support for the Knowledge Sharing:**
- Compile, classify and review relevant content on the platforms;
- Prepare user and administrator guidelines for the platforms and their features;
- Perform capacity-building activities for members, interns and online volunteers;
- Monitor the member and stakeholder database of the socialprotection.org platform, as well as its Communities;
- Provide inputs and information for the elaboration of communications and user-engagement strategy, based on the analysis of target audiences and stakeholders;
- Identify opportunities and challenges for strategic partnerships through constant stakeholder mapping and networking;
- Liaise with policymakers, practitioners, experts and other potential members of the platform (including high-level officials) regarding content and possible collaboration opportunities;
- Provide inputs on planning and strategic processes related to features offered on the Gateway;
- Design and manage knowledge exchange activities such as Online Communities, Webinars and Discussion Forums;
- Guide the process of identifying and defining main social protection topics and cross-cutting areas for further online discussions;
Monitor & evaluate the online discussions in terms of relevant outcomes and lessons learned for the broader SP community;

Liaise with research centres & attract experts towards the Social Protection Gateway and its activities;

Update and manage administrative structure of the online platforms;

Collaborate with Management and the IT team in developing strategies to identify and meet the demands of users regarding information and training;

Collaborate with the IT team in developing monitoring systems to produce statistics and monthly reports.

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/UNDP’s vision, mission and strategic goals;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional
- Excellent analytical and writing skills;
- Proficient at multi-tasking and motivated by results;
- Responds positively to feedback;
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Willing to work under pressure, with online/telecom supervision.

Knowledge Management
- Ability to strongly support and build knowledge products;
- Experience in project/programme management using Results-Based Management and/or the Logical Framework Approach.

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

Required Skills and Experience

Essential
- University degree in Economics, Demography, Development Studies, International Relations, Social Sciences or a related discipline;
- Working experience with an academic, government, research institution or international organisation;
- Research knowledge of social protection policies and programmes in developing countries;
• Excellent word-processing and spreadsheet skills;
• Experience in proof-reading/editing/ translating policy or academic documents;
• Fluency in English and Portuguese.

Desirable

• Master’s Degree in Economics, Demography, Development Studies, International Relations, Social Sciences, or related area;
• Familiarity with South-South Leaning or Knowledge Sharing initiatives;
• Working experience with online platforms and content management systems;
• A good understanding of research design and methods;
• Working knowledge of Spanish;
• UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a signed P11 form* to ipc-hr@ipc-undp.org by no later than 14th March 2016 quoting “Research Assistant” in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:
• Detailed CV;
• Cover letter;
• Signed recommendation 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 14th March 2016 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 (carteira de trabalho and visa). 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.