

## Researcher – Social Protection

### International Policy Centre for Inclusive Growth (IPC-IG)

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<b>Location:</b>	Brasilia, BRAZIL
<b>Application Deadline:</b>	29 April 2019
<b>Type of Contract:</b>	SC / SB 4-3
<b>Languages Required:</b>	English
<b>Starting Date:</b>	01 <sup>st</sup> June 2019
<b>Duration of initial contract:</b>	12 months with possibility of extension

### Background

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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

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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 and quantitative analysis of selected country programmes and policies;
2. Contribute to IPC-IG publication series, particularly one-pagers and discussion papers
3. Identify and liaise with key research and policy related partners and institutions;
4. Support IPC-IG's Fundraising Committee activities;
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

10. Provide technical supervision to interns under his/her supervision.
11. Support the organization of online activities, such as webinars, online communities, etc.

## Competencies

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### *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.

### *Innovation*

- Analyzes complex technical materials (including data) and makes concise, relevant recommendations

### *Communication and Relationship Management*

- Understands, explains and shares information on assigned tasks with accuracy and clarity

### *Delivery*

- Meets goals and timelines for delivery of products or services

### *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

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### *Essential*

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- Master's Degree in the field of International Relations, Public Policy, Development Studies, Social Sciences, Political Sciences, Law or Anthropology.

- 6 years of experience in developing research projects within academy, government institutions, independent research institutions, international organizations, private sector or foundations,
  - Proficiency in written and spoken English;
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### *Desirable*

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- Professional or academic experience with social protection;
- Professional or academic experience with research on social policies in Brazil or other developing countries;
- Professional or academic experience with south-south learning and/or knowledge sharing initiatives;
- Working or academic experience with child-sensitive social protection
- Working or academic experience with MENA regions (Middle East and North Africa) and Asia;
- Working knowledge of other UN languages is considered an asset;
- Publications in social protection will be considered an asset;

### Application and Selection Process

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Applicants must send a P11 form\* to [operations@ipc-undp.org](mailto:operations@ipc-undp.org) by no later than 29 April 2019 quoting “**Researcher – Social Protection**” 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.**