I. Position Information

Job Code Title: Internship Programme
IPC-IG Title: Information Technology (IT) Intern (2 positions)

Pre-classified Grade: n.a
Duty Station: Home Based
Contract Type: Internship Programme
Starting Date: 01 January 2022
Contract Duration: 24 weeks
Supervisor: Knowledge Management Officer, IPC-IG

II. Organizational Context

About the International Policy Centre for Inclusive Growth (IPC-IG):

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 goal is to generate knowledge resources to the global development community.

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 multidimensional 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.

Socialprotection.org Unit
The platform socialprotection.org was launched in September 2015 with the goal to foster knowledge-sharing and capacity strengthening on efficient social protection policies and programmes, by drawing on the experiences of low-income (LICs) and middle-income (MICs) countries.

The platform is financially supported by the Australian Department of Foreign Affairs and Trade (DFAT) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of...
the German Federal Ministry of Economic Development and Cooperation (BMZ). Since its launch, socialprotection.org has organized multiple webinars and events in cooperation with a wide range of partners, gathering more than 8,800 members and over 8,300 publications.

The Centre is currently recruiting an Information Technology to support the maintenance and development of the socialprotection.org platform and its activities, including webinars, online communities, livestreams, podcasts and others.

III. Functions / Key Results Expected

Under the substantive guidance of the IPC-IG’s Knowledge Management Officer, in accordance with the UNDP Brazil Country Office’s policies and guidelines, the Intern is expected to ensure timely and high-quality delivery of the following:

- Work directly with the platform coordinators to conceptualize, design and review existing and project feature specifications and take care of minor developments;
- Support the development and maintenance of the socialprotection.org platform, including the elaboration, design, test and implementation of webpages and forms, as well as technical support to webinars, online communities, livestreams and other features.
- Support the management of Windows Server and Linux Sever;
- Support for the management of Webserver configuration and maintenance;
- Develop pages and applications in PHP and Python;

IV. Impact of Results

Maintenance and development of the socialprotection.org platform and its activities.

V. Competencies and Critical Success Factors

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.

Communication and Relationship Management
- Understands, explains and shares information on assigned tasks with accuracy and clarity;
- Demonstrates strong oral and written communications skills.

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.

# VI. Recruitment Qualifications

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<th>Essential</th>
<th>Candidate must be:</th>
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<td>• Enrolled in the final academic year of a first university degree (bachelor’s) OR</td>
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<td>• Have graduated with a university degree in the areas of Information Technology, Computer Sciences or related fields (if selected, start the internship within one-year of graduation)</td>
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<td>• Fluent in Portuguese</td>
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<td>• Advanced English</td>
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<td>• Experience or knowledge in HTML, CSS and JavaScript (JQuery)</td>
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<th>Desirable</th>
<th>• Basic knowledge of Docker</th>
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<td>• Experience in PHP and/or Python</td>
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<td>• Experience in MySQL and/or MariaDB</td>
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<td>• Experience in Drupal is considered an asset.</td>
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## Application for internships

Applicants must complete the [IPC-IG’s Internship Application Form](#), and send by e-mail to [internship@ipc-undp.org](mailto:internship@ipc-undp.org) with the following required documents:

- Updated curriculum;
- Copy of the passport’s identification page (in the case of foreign applicants) or ID card (RG) for Brazilian nationals.
- Proof of enrolment in a certified educational institution and/or university; OR Certificate of conclusion/diploma issued no longer than 12 months prior to internship start date.
- A recommendation letter from a senior faculty member or employer who has directly supervised the applicant in the recent past and who is fully acquainted with the applicant’s performance (this is an optional document)

## HOW DOES THE SELECTIVE PROCESS WORK?

1. Applications are received throughout the year.
2. Note that not necessarily there are vacancies in all areas throughout the year.
3. Applications are assessed in the three months prior to the date indicated by the candidate as their “earliest starting date”. For example, if a candidate is available from September onwards, his/her application will be considered for selection processes
taking place from June to August.

4. When a vacancy is made available, potential candidates will receive an e-mail with the TOR and an invitation for a test and/or an interview: selected candidates will receive additional information on the internship’s Terms of Reference and further instructions. Non-selected candidates and those not invited for the interview will be asked whether they want to renew their application for another period.

5. All communication will be done by e-mail only.

Internship Location: Home Based

Duration: 24 weeks

Workload: 20 to 37.5 hours per week

Pre-requisites: candidates must be enrolled in an undergraduate or graduate course at a recognized university or hold a certified diploma issued no more than one year (from the internship start date).

This internship is not a paid position; However, interns may receive a monthly stipend according to UNDP’s rules and regulations, up to BRL 716.63 (fulltime). This stipend is intended to help cover basic daily expenses related to the internship, such as meals and transportation. All other related expenses will be borne by the intern or by the government or sponsoring institution. In addition, interns are responsible for procuring accommodation for themselves, transfers, visas, travel and health/life insurance, etc.

**PS.: this stipend is not paid in case the intern is already sponsored by an institution/government receiving a scholarship or stipend from them— it is not cumulative.**

Health and life insurance

The IPC-IG is not responsible for any financial losses, personal illnesses and/or accidents that might occur during the internship period. Therefore, interns shall have their own source of health and life insurance. Applicants must provide their health and life insurance information in the application form.

**TELECOMMUTING**

It is important to know that all internships are being held as telecommuting, due to the COVID-19 pandemic. Nevertheless, once it is decided that UNDP personnel in Brazil must return to the office, interns are expected to do the same.

UNDP is committed to ensuring the diversity of the workforce in terms of nationality, gender, race and culture. Individuals belonging to indigenous groups and people with disabilities are also encouraged to apply. All applications will be treated confidentially.

The selected candidates will pass through an online interview, which will be conducted mainly in English. Some questions may also be in Spanish, French and/or Portuguese in accordance with candidate’s knowledge as indicated in their application.
### VII. Signatures- Job Description Certification

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