

Communications Assistant,

International Policy Centre for Inclusive Growth (IPC-IG)

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| Location: | Brasilia, BRAZIL |
| Application Deadline: | 06 August 2019 |
| Type of Contract: | SC / SB 3-4 |
| Languages Required: | English |
| Starting Date: | 01 st October 2019 |
| Duration of initial contract: | 12 months with possibility of extension |

Background

The [International Policy Centre for Inclusive Growth \(IPC-IG\)](#) is a joint project of 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 promote inclusive growth policies among developing countries.

The Centre regularly publishes a series of knowledge products, namely, Working Papers, Policy Research Briefs, One Pagers and Policy in Focus with a view to promoting policy debate and dissemination of knowledge. Communication plays a central role in supporting IPC-IG's mission as a global forum for South-South learning on innovative development practices regarding social protection programmes. The IPC-IG's Communications and Advocacy work targets on policymakers, academics, development practitioners, civil society and consultants.

Furthermore, the IPC-IG hosts an online platform, socialprotection.org, since September 2015. This member-based online platform is dedicated to social protection, which is a policy approach that impacts millions of poor and vulnerable people worldwide. The goal of socialprotection.org is 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 gathered more than 4.200 members and amassed over 4.600 publications. It has organized over 70 webinars in cooperation with a wide range of partners and hosts over 40 multi-language Online Communities.

The Centre is currently recruiting a **Communications Assistant** to support the work and activities of the socialprotection.org knowledge-sharing platform, as well as contribute to the Communications, Outreach and Advocacy Unit (COA) of the IPC-IG. The job provides an exciting opportunity for a person with great communication, strategic management and writing skills to grow and interact with colleagues in an international institutional environment.

Duties and Responsibilities

Under the overall supervision of the IPC-IG Senior Project Officer, in collaboration with the IPC-IG Communications Officer and in accordance with the UNDP Brazil Country Office's policies and guidelines, the candidate is expected to perform the following:

- Provide overall support for the communications of the socialprotection.org platform, assisting with the production, editing, translation and proofreading of communications materials, including periodical newsletters and campaigns;
- Support the development and implement a Communications Plan in order to disseminate periodically to the different publics (members, general audience, social media followers, mailing list subscribers) the services and features of the socialprotection.org platform, through different communication channels;
- Support the development and implement a User-engagement Strategy, based on the analysis of target audiences and its needs, stakeholders, user behaviour statistics and other indicators, in order to retain and communicate with different members of the platform;
- Support the development and apply an outreach strategy to identify and invite new members to the platform, liaising with policymakers, practitioners, academics, experts and other potential members (including high-level officials) and encouraging membership and collaboration for content development;
- Prepare and disseminate a user satisfaction survey, as well as produce a report with the results, considering the results for the definition of the outreach strategy;
- Identify opportunities and challenges for strategic partnerships for content creation through stakeholder mapping and networking;
- Implement the socialprotection.org's social media strategy, including planning and content production;
- Carry out activities related to the blog feature maintenance, including selection of texts, invitation for new submissions, copyedit and inclusion of blogposts;
- Revise and publish blog posts, including op-ed, ambassadors and webinar summaries, as well as support the communications regarding their logistics and dissemination;
- Elaborate project reports, including text, proof editing, the analysis of statistics, elaboration of graphics and tables;
- Implement the Ambassadors Programme, aligning it with the Communications Plan and the Outreach and User-engagement strategies;
- Support the socialprotection.org's communications interns, including their selection and training;
- Liaise with institutional partners to ensure coordination and collaboration in activities of common interest, particularly webinars and livestreams;

- Work in collaboration with IPC-IG communications and publications teams for the production and dissemination of publications and knowledge materials;
- Respond to internal and external communications requests, including media enquiries, regarding socialprotection.org's activities;
- Collaborate with the IT team in the maintenance and update of online tools, including the regular update and maintenance of the socialprotection.org platform;
- Support the design and implementation of communications products to highlight socialprotection.org and IPC-IG's key policy messages and research outcomes;
- Improve national and international visibility through networking, media relations; social media, blog campaigns, webinars and events;
- Support the production of photo, video, graphic and multimedia materials, as well as social media posts;
- Assist the Socialprotection.org team in the project monitoring and evaluation systems and periodic 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'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, Public Relations, Journalism, or related field;
- At least 5 years of professional experience at national or international level in communications, advocacy or knowledge management;
- Fluency in oral and written English and Portuguese;

Desirable

- Masters' Degree in Communications, Development Studies, International Relations or work-related area;
 - Experience in social media;
 - Experience in supporting the production of reports and strategic documents;
 - Experience with Social Protection and/or South-South Cooperation;
 - Experience in the usage of content management systems (CMS) such as “Drupal” and/or website maintenance;
 - Experience in copyediting blog posts and articles;
 - Experience with design and/or video editing softwares;
 - Knowledge on HTML and/or Google Analytics is an advantage;
 - Working knowledge of French and/or Spanish will be considered an asset.
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Application and Selection Process

Applicants must send a P11 form* to operations@ipc-undp.org quoting “**Communications 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>

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 have to submit proof of Brazilian work permit if selected for this position.

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.