

## Database Analyst

International Policy Centre for Inclusive Growth (IPC-IG)

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<b>Location:</b>	Brasilia/DF – Brazil
<b>Application Deadline:</b>	06 August 2019
<b>Type of Contract:</b>	Service Contract, SB 4-2 (BRL 7,650.00)
<b>Languages Required:</b>	Portuguese
<b>Starting Date:</b>	01 <sup>st</sup> October 2019
<b>Duration of Initial Contract:</b>	31 May 2020, 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 is currently implementing in cooperation with IPEA, GIZ and MMA the project “Climate Change Expenditures in Brazil”, which aims to support the Brazilian government endeavors related to the identification, classification and transparency of national (public and private) and international financing on climate change.

At this first stage, the project will focus on identify, classify and systematize public expenditures of the Brazilian Federal Government in climate change endeavors, promoting transparency and social participation by disseminating information on the thematic as a mechanism to enhance the efficiency and quality of these investments. Hence, the project goal is to institutionalize a systematic process of data collection and analysis of Brazilian expenditures on and for climate change.

## Duties and Responsibilities

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Under the overall management of the Project Research Coordination team of IPC-IG and IPEA, the selected candidate will contribute with the following services:

- Support the project activities, in particular:
  - The project’s database (historical series) organization about federal government’s budget for the identification and categorisation of expenditures on climate change (direct and indirect expenses), with SIAFI, SIGA Brasil and Brazilian Central Bank (or others) as mainly data sources;
  - The methodology’s development, documentation and application;
  - The quantitative and qualitative analysis of selected programmes and policies of climate expenditure;

- The draft's elaboration of the Methodology Application Guide and Final Report of Climate Expenditures in Brazil (Reference Reports) and assistance of its final elaborations.
- Carry out research, identify and conduct quantitative and qualitative analysis of selected programmes and policies on expenditures on climate change.
- Conduct the following activities on climate change expenditure research area:
  - Data gathering, systematization and critical analysis (using quantitative methods);
  - The methodology's application for the defined historical series;
  - Literature reviews;
  - Preparation of written inputs for reports and project documents;
  - Preparation of graphics, tables and figures for the Reference Reports and other project documents;
  - Preparation of an interactive dashboard for the project's database about federal government's expenditures on climate change.
- Share research findings within the project coordinators and prepare presentations and reports when requested;
- Support organization and participate in capacity-development activities;
- Review the quality, consistency and suitability of specific materials, tools and processes in the project under his/her responsibility;
- Build awareness within the Centre about the perspective and priorities of potential collaborators and assist the IPC-IG Programme Unit in networking with them;

## Competencies

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### Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Functional

- Excellent data management and analytical skills;
- Experience in the production of technical and conceptual papers;
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Knowledge of and experience in dealing with Government and nongovernmental institutions.

### Knowledge Management and Learning

- Ability to strongly support and build knowledge products;
- Experience in building client relationships with strong networking and advocacy skills.

- Good communications skills.

### **Judgment/Decision-Making**

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

## Required Skills and Experiences

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### *Essential*

- Post-graduation (Lato Sensu or Stricto Sensu) in Economics, Statistics, Public Management, Environmental Management or related areas and at least 5 years of working or academic experience with database management;
- Working or academic experience with the analysis and/or management of microdata, administrative records and/or quantitative primary databases;
- Working or academic experience with database management packages (such as SAS, Python, R or MySQL/SQL);
- Advanced Excel;
- Working or academic experience with budget monitoring;

### *Desirable*

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- Working or academic experience with the elaboration of technical reports and/or project documents based on Integrated Planning and Budgeting System (Sistema Integrado de Planejamento e Orçamento-SIOP) and or Sigra Brasil;
- Working or academic experience with the elaboration of technical reports and/or project documents based on environmental and/or climate change policy;
- Working or academic experience with or within governmental agencies is considered an asset;
- Basic knowledge in written and spoken English proven by certificate, or previous work, or academic experience, or personal experience abroad, or as mother tongue.

## Application procedures

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Applicants must send a P11 form\* and Cover Letter to [operations@ipc-undp.org](mailto:operations@ipc-undp.org) quoting **“Database Analyst”** in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Detailed CV;

- Recommendation Letter.

**All documents must be submitted in Portuguese or 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.**