Drupal Developer, International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Application Deadline:	18 June 2019
Type of Contract:	SC / SB 4-2
Languages Required:	English and Portuguese
Starting Date:	1st September 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 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.

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 platform socialprotection.org was launched on the 12th of 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 4,500 publications. It has organized 83 webinars in cooperation with a wide range of partners, and hosts 42 multi-language Online Communities.

The Centre is currently recruiting a Drupal Developer to support the IPC-IG in the development, update and maintenance of its webpages, as well as to support the development, update and maintenance of the socialprotection.org platform, including technical support to webinars, online communities, livestreams and other features.

The selected candidate will also be responsible for the management of content, discussions and networking space in multiple languages.

Furthermore, the Drupal Developer will also offer assistance to the IPC-IG office in ICT-related issues. The job provides an exciting opportunity for a person with excellent technical skills able to deal with an international work team.

Duties and Responsibilities

Under the substantive guidance of the IPC-IG Coordinators and the direct supervision of the IPC-IG Senior Project Officer, the Drupal Developer is expected to ensure timely and high quality delivery of the following:

- Work directly with Website coordinators and internal users to conceptualize, design and review existing and project feature specifications and take care of minor developments;
- Provide technical support for projects of major developments, including liaison with providers;
- Respond to problems and faults reported by external and staff Web/Internet users, diagnosing these, and taking necessary action to provide a remedy;
- Provide support to the development and maintenance of the socialprotection.org platform, including the elaboration, design and implementation of webpages and forms, as well as technical support to webinars, online communities, livestreams and other features.
- Provide user level training in administrative interface of Content Management Systems as Drupal and WordPress;
- Import content into and maintenance of searchable databases, publications repository and multimedia library;
- Support and ensure the availability and performance of the websites and other Internet services, in co-operation with the external hosting company, offshore technical developers and the IT Manager as appropriate;
- Responsible for data manipulation and extraction to support usage analysis, performance reporting and other requirements, as needed, including Google Analytics;
- Responsible for the management of Windows Server and Linux Sever;
- Responsible for the management of Webserver configuration and maintenance;
- Manage Network issues.

Competencies

Corporate
- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Demonstrates discretion and reliability in handling confidential matters;
- Promotes the vision, mission and strategic goals of IPC-IG;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional
- Excellent technical skills;
- 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 and Learning
- Ability to strongly support and build technical products;
- Experience in building client relationships with strong networking and advocacy skills;
- Seeks and applies knowledge, information and best practices from within and outside of IPC-IG.

Judgment/Decision-Making
- Mature judgment and initiative;
- Client-oriented perspective focused on impact and results;
- Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experience

Essential

- Post-graduation in Computer Science, Web Development, Information Technology or related areas;
- 5 years of progressively responsible working experience with website development and webserver management;
- Work experience with DRUPAL: research and install modules according to project requirements, Drush command line tool, able to customize and tweak forms, core, themes, Know how to make basic views and blocks
- Working knowledge of English.

Desirable

- Programming skills using php, html, css, javascript ajax, jquery and/or mysql;
- Design / UX - Creates up with the design and user experience.
- Knowledge of webinars tools (Citrix);
- Knowledge of livestream tools (Youtube);
- Experience with NGINX, Apache and/or Solr;
- LAN and WAN Configuration and Maintenance;
- Experience in the use of Windows Server and Linux
- Experience with Google Analytics and/or other data analysis tools;
- Familiarity with software testing and debugging;
- Knowledge of other UN language is considered an asset.

Application and Selection Process

Applicants must send a P11 form* to **operations@ipc-undp.org** no later than 18 June 2019 quoting in the subject **"Drupal Developer"**

IPC-IG strongly encourages sending the following extra documents to be considered in the application:
- Cover letter;
- Signed recommendation letter.

All documents must be submitted in English or Portuguese. Applications posted after deadline will not be accepted.

*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 closing date will not be given consideration. Please note that only applicants who are short-listed will be contacted.
This is a national Service Contract position within the IPC-IG/UNDP to work in Brasilia - DF, full time dedication. International candidates will have to submit proof of Brazilian work permit if selected for this position.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.