

Communication Officer, International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Type of Contract:	SC
Languages Required:	English and Portuguese
Starting Date:	1 st March 2013
Duration of initial contract:	Ten months (with the possibility of extension)

1. Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a partnership between the Poverty Practice of the Bureau for Development Policy, UNDP Brazil and the Government of Brazil. Located in Brasilia, IPC-IG facilitates South-South learning with the aim of expanding developing countries' knowledge and capacities to design implement and evaluate effective policies towards the attainment of inclusive growth.

The main objectives of the centre are to contribute with applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Towards these ends, IPC not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions to requesting countries, and hosts resident researchers. The Centre regularly publishes a series of knowledge product, namely, Working Papers, Policy Research Briefs, One Pagers and Poverty in Focus with a view to encouraging policy debate and dissemination of knowledge. IPC 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: social protection, programme evaluation, cash transfers, social policies and population studies.

The Centre is currently recruiting a ***Communications Officer*** to support the work and activities of the Communications, Outreach and Advocacy Unit (COA). The job provides an exciting opportunity for a person with good communication and strategic management skills, public relations and writing skills to grow and interact with colleagues in an international institutional environment.

2. Duties and Responsibilities

Under the guidance of both IPC-IG director and UNDP Brazil Communications Coordinator and the day-to-day oversight by the IPC Research Coordinator, the Communication Officer is expected to ensure timely and high quality delivery of the following:

2.1 Support IPC-IG's work in communications and outreach:

- Consolidate and supervise the IPC-IG communications team;
- Liaise with UNDP Brazil Communications Coordinator to ensure coordination and collaboration in activities of common interest;
- Ensure up-to-date distribution lists for IPC-IG publications, regular mailing of publications as well as response to on demand requests by IPC-IG partners;
- Support to the consolidation of IPC-IG's networks of journalists and respond to media and public enquiries;
- Contribute to writing press briefs and knowledge material for IPC-IG's website as needed in collaboration with IPC's Communications Team;
- Provide regular update and maintenance of IPC-IG websites in English and Portuguese and the online Press Room in both languages;
- Provide communication support to the monthly launch of IPC-IG publications, including the write-up of the monthly IPC-IG bulletin/newsletter, social media management, and multimedia production.

2.2 Knowledge Management and Communications Support to IPC-IG's Research Teams and the Social Protection Gateway:

- With regard to IPC-IG Research Teams' priorities, support the design and implementation of communications products to highlight the key policy messages from IPC-IG's upcoming knowledge products and flagship reports, making use of the IPC Website, Press Room and the South-South Learning on Social Protection Gateway as the main knowledge sharing platform;
- Support the production of content and updating of the South-South Learning on Social Protection Gateway.

2.3 Support the organisation of meetings and events:

- Within the context of IPC-IG's growing engagement with international partners, provide substantive and logistical support to the organization of policy events and seminars related to IPC-IG's work on social protection and social policies;
- Support the organization of IPC-IG Seminar Series, including logistical arrangements, invitations, follow-up with diplomatic guests and ensure the organization of seminars, talks, and lectures at IPC-IG;

- Liaise operation and project teams to ensure the effective organization of major IPC-IG events such as international conferences, workshops, study tours and international missions.

3. Competencies

3.1 Corporate Competencies

- Demonstrates integrity by modeling the United Nations s values and ethical standards.
- Displays cultural, gender, religion, race, nationality, sex orientation and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

3.2 Functional Competencies

- Excellent communication and interpersonal skills.
- Strong oral and written communication skills: ability to draft clearly and concisely ideas and concepts in written and oral form.
- Writing and editing experience, for a wide range of audiences, including press releases, news and feature stories, reports, presentations, website pages and social media platforms.
- Multi-tasking.
- Highly motivated.
- Willing to work under pressure, with online/telecom supervision.

3.3 Management and Leadership

- Focuses on impact and result and responds positively to feedback.
- Demonstrates strong oral and written communication skills.
- Builds strong relationships with clients and external actors.

Development and Operational Effectiveness

- Demonstrates discretion and reliability in handling confidential matters.

4. Required Skills and Experiences

4.1 Education

University Degree in Development Studies, Communications, Public Relations, Journalism or Marketing.

4.2 Specific skills

- Proficiency in IT and standard office applications required.
- Web design experience including use of content management systems and experience in the conceptualization, design, and production of a variety of graphic materials is an asset.
- Specific work experience with Joomla 1.5, Drupal and WordPress 3.0.1 content management systems is an asset.
- Proficiency in Adobe Illustrator, Adobe Photoshop, CorelDRAW, ProShow Producer and in HTML, PHP and CCS languages is an asset.

4.3. Language requirements

Portuguese must be the candidate's mother tongue. Fluency in oral and written English and Portuguese is required. Working knowledge of Spanish and French will be considered an asset.

4.4 Work Experience

A minimum of three years of progressively responsible experience in public information, journalism or communications.

Application and Selection Process

Applicants must send: i. update CV/resumé; ii. update P11 form*; and iii. motivation/presentation letter to ipc-hr@ipc-undp.org by **4 February 2013** quoting in the subject **"Communication Officer"**.

*Personal History Form (P11) is available for download at:

<http://www.pnud.org.br/arquivos/P11.doc>

Applications submitted after this deadline will not be accepted.

All documents must be submitted in English. The criteria for the selection and the means of assessing them will be:

1. Years of experience as stated in 4.4 and education as required in 4.1 assessed by the analysis of the P11 form complemented by an interview;
2. Specific skills and practical work experience assessed according to 4.2;
3. Fluency in oral and written English and Portuguese assessed by the analysis of the documentation and interview according to 4.3.

4. Competence as assessed by an interview.

The interviews will be either in person or by telephone.

Incomplete applications or applications received after the closing date (4 February 2013) 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. International candidates will only have their applications considered if proof of permission to work in Brazil is attached to the application. The IPC-IG/UNDP is not in a position to provide advice or assistance on applying for a Brazilian work permit.

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.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations - Chapter 3, article 8).