



## **2014 Internship Programme**

### **Objectives**

The IPC-IG Internship Programme offers a selected group of outstanding graduate-level or recently graduated students (Masters/PhD) the opportunity to acquire direct exposure to IPC-IG's work as a global forum for **research, policy dialogue** and **South-South learning** on **development innovations**. It is designed to provide support to IPC-IG's applied research and policy advisory services and to complement the interns' **practical experience** in various issues related to Social Protection and South-South Cooperation. The Programme operates under the rules and regulations of the **UNDP Internship Policy**.

### **About IPC-IG**

The UNDP **International Policy Centre for Inclusive Growth** (IPC-IG) is a global forum for policy dialogue and South-South learning on development innovations. Since its establishment in Brasilia in 2004 as a result of a partnership with the Government of Brazil, IPC-IG has been consolidating its position as a global hub **on social protection** for and in the developing world. Our work aims at equipping policymakers from the South with the skills necessary to design, implement and evaluate policies and programmes towards the attainment of high inclusive growth. We believe that the emerging of new actors in the global scene, such as **India, Brazil, South Africa** and **China, as well as other developing countries**, have a lot to share in terms of **innovative social policies** and this **exchange** of ideas and best practices can contribute to the promotion of development at global level.

### **Venue**

Internships take place at the IPC-IG office in Brasilia, Brazil. We are offering year-round internship opportunities.

### **Internship Working Areas**

In 2014, IPC-IG will host interns on a continuous basis according to the following internship areas:

- **Area 1: Support to the Communications, Outreach and Advocacy Unit:** (a) Media Engagement, Web Innovations and Outreach (communications planning and management, awareness raising events, advocacy campaigns, multimedia materials, web planning and implementation, blog campaigns and new social media tools); (b) Strategic Partnerships & South-South Learning (knowledge sharing, public relations, networking and partnership building) ; (c) Programme Management and (d) Desktop Publishing Assistance.
- **Area 2: Research Assistance – Social Protection and Cash Transfers:** social programmes in comparative perspective; impact evaluation of social programmes; social policy design and implementation; interconnections between cash transfer programmes and food and nutrition



security; interconnections between social transfers and the environment, inclusive growth, poverty and inequality and rising middle classes in emerging economies.

- **Area 3:** Research Assistance - **Population Studies:** Demographic scenarios and social policies; studies on migration; Indicators of inclusive and social development; Studies on emerging economies.

*Interns can also be assigned to work on more than one area, depending on their interests and the office's needs.*

### **Required Background**

Interns' recommend academic experience according to the selected internship area:

- **Area 1:** Journalism, Communications, Marketing, Knowledge Management, International Relations, Political Science, Public Relations and related areas.
- **Area 2:** Economics, Development Issues, Sociology, Political Science, Public and Social Policy, Agronomy, Nutrition, Sustainable Development, Development Policy.
- **Area 3:** Demography, International Development, Public Health, Sociology, Sustainable Development, Public and Social Policy and related areas.

### **Length**

Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of IPC-IG. Assignments are available on a **full-time basis** (35 hours per week) following the indicative schedule given below:

- **Option 1** – From February through April
- **Option 2** – From April through June
- **Option 3** – From June through August
- **Option 4** – From August through November
- **Option 5** – From September through December

### **Qualifications**

Interns are selected on a competitive basis. The following minimum qualifications are required:

- Enrollment in a graduate-level degree programme in a recognized university or research centre.
- Demonstrated interest in the field of development and relevant research experience and publications records.



- **Language skills:** Fluency in written and spoken English is required. Proficiency in Portuguese and another working language used by UNDP (Spanish or French) is desirable. Fluency in Chinese or Arabic is also an asset.

### **Competencies**

- **Teamwork:** Good interpersonal skills; ability to work in a multi-cultural and multi-ethnic environment with full respect for diversity. Displays cultural, gender, religion, race, nationality and age sensibility and adaptability. Demonstrated ability to develop and maintain effective work relationships with other UN Programmes, Funds and Agencies.
- **Professionalism:** Ability to manage processes, save accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems.
- **Planning and Organising:** Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner.
- **Commitment to continuous learning:** Initiative and willingness to keep abreast of new trends in international development.
- **Technological Awareness:** Proficiency in MS Office applications and similar. IT applications and multimedia software are desirable for area 1; Proficiency in STATA or other statistical software is considered an asset for research areas.
- **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

### **Financial Issues**

Internships at the United Nations, its Programmes, Funds and Agencies **are not remunerated**. The costs must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, visa, accommodation, insurance etc.

### **Application process**

Applicants must submit the following required documents by e-mail:

- Updated CV/résumé;
- Complete and sign the form “**Application for IPC Internship Programme**”, which is available online at: <http://www.ipc-undp.org/pressroom/files/ipc871.doc>;
- A letter of endorsement from a senior faculty member or employer who has directly supervised the student in the recent past and who is fully acquainted with the student’s performance;
- Copy of Passport’s Identification Page for foreigners, ID (RG) for Brazilians.



*Empowered lives.  
Resilient nations.*

Applicants must send the documents above specified to [internship2014@ipc-undp.org](mailto:internship2014@ipc-undp.org) quoting in the subject “[IPC-IG Internship Programme](#)”.

The selection process will consist of analysis of applications and interviews. The process can take up to two months and interns cannot under any circumstances start working until Service Agreement is given.

### **Deadlines for application**

Interns are encouraged to apply well in advance to secure a place in the Internship Programme. Due the large number of applications, we encourage applicants to contact by email to follow up on their applications.

### **Further information**

- **About IPC-IG:** <http://www.ipc-undp.org/> (main website); <http://pressroom.ipc-undp.org/> (Press Room)
- **Twitter:** [@UNDP\\_IPC](#)
- **Facebook:** <http://www.facebook.com/ipc.undp>
- **You Tube:** <http://www.youtube.com/user/ipcundp>
- **Interviews with former interns:** <http://pressroom.ipc-undp.org/get-involved/internship-programme/>
- **About Brasília:** <http://www.aboutbrasil.com/>

### **Focal Point**

Ms. Zena Mouawad  
Programme Analyst  
[zena.mouawad@ipc-undp.org](mailto:zena.mouawad@ipc-undp.org)  
Telephone number: + 55 61 2105-5005