PAA Africa Communications Assistant - Purchase from Africans for Africa, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL
Application Deadline: 26 October 2014
Type of Contract: SC / SB-2
Languages Required: English and Portuguese
Starting Date: November 2014
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 generate knowledge resources to the global development community.

The International Policy Centre for Inclusive Growth (IPC-IG) is a partner of the PAA Africa and acts as the leading research institution in Brazil in collaboration with WFP, FAO and an African research institution, responsible for jointly coordinating the PAA Africa M&E activities, the related inter-regional research dialogue and advanced technical contributions.

PAA Africa ("Purchase from Africans for Africa") is a joint initiative of the Brazilian government, the Food and Agriculture Organization of the United Nations (FAO), the World Food Programme (WFP), and the UK Department for International Development (DFID). Inspired by the Brazilian learning with the “Food Purchase Programme” (PAA) and building on the partners’ knowledge and experience, it aims at promoting food and nutrition security of school children and access to institutional markets for family farmers through the implementation of local food purchase initiatives for food assistance, jointly designed and implemented by governments, UN agencies and civil society.

Initiated in February 2012, the PAA Africa is implemented in Ethiopia, Malawi, Mozambique, Niger and Senegal. In January 2014 it started its second phase, planned for 5 years. Monitoring and evaluation is considered a major concern in PAA Africa phase 2. It should allow for providing evidences on challenges and benefits of local food purchases useful for PAA Africa and for national and international related discussions.

The PAA Africa communications assistant will be based at the Brazilian government (MRE/CGFome) under the joint supervision of the General Coordination of International Actions to Fight Hunger (CGFome) and the International Policy Centre for Inclusive Growth (IPC-IG). This position will be overseen by the PAA Africa Coordination Unit in WFP HQ and FAO HQ, and he/she will work in close collaboration with the PAA Africa Outreach and Networking Officer.

Duties and Responsibilities

Under the overall supervision of the CGFome Coordinator and the IPC-IG project team, the PAA Communications Assistant is expected to perform the following:
• Assist the PAA Africa's Outreach and Networking Officer in activities related to the programme's Strategic Plan for Communications;
• Support the periodic review of the implementation process of the Strategic Plan for Communications;
• Support liaison with relevant stakeholders in the programme follow up actions, especially CGFome and PAA Africa's Advisory Group;
• Update and manage information of PAA Africa and CGFOME websites;
• Research, assist the production, edit and disseminate texts, press releases, reports, and newsletters;
• Assist in the production and selection of multimedia materials for communications’ products;
• Find and share news on PAA Africa relevant topics, both to inform internal stakeholders and external audiences;
• Maintain and update contact lists;
• Support the organization and reporting of meetings concerning PAA Africa;
• Assist in organizing events;
• Perform other related duties as required.

**Expected Results:**

- Elaborated set of promotional materials and institutional documents about PAA Africa;
- Updated PAA Africa website;
- Updated PAA Africa social media channels;
- PAA Africa appearances in the media (and preparation of related materials);
- Updated CGFOME website (bi-weekly), with relevant activities, events and updates;
- Organized PAA meetings and supported related events.

**Competencies**

**Corporate**

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

**Functional**

- 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;
- Ability to go beyond established procedures and models, proposing new approaches which expand the scope of the programme.

**Knowledge Management and learning**

- Ability to strongly support and build knowledge products;
• 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.

Required Skills and Experience

Essential
• Secondary Education. University degree in Communications, Journalism, Design, Public Relations, International Relations or related field is considered an asset;
• At least one year of work experience related to communications activities;
• Experience in the usage of computers and office software packages (MS Word, Excel, Outlook, and internet);
• Strong skills in verbal and written communication;
• Fluency in spoken and written English and Portuguese.

Desirable
• Understanding of contexts of food and nutrition security, rural development and family farming in Brazil and Africa;
• Experience in working in a multicultural and web-based environment;
• Capability to interpret quantitative and qualitative information;
• Knowledge of specified software for data analysis;
• Experience with UN/UNDP and/or national government.

Applicants must send a detailed CV, P11 form*, a cover letter and a recommendation letter to ipc-hr@ipc-undp.org no later than 26 October 2014 quoting in the subject “PAA Africa – Communications Assistant”.

*Personal History Form (P11) is available for download at: http://www.pnud.org.br/arquivos/P11.doc

Incomplete applications or applications received after the closing date (26 October 2014) 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.