2015 IPC-IG Internship Programme

Objectives
The IPC-IG Internship Programme offers to a selected group of outstanding graduate-level 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.

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

Internship Working Areas
In 2015, IPC-IG will host interns on a continuous basis according to the following internship areas (see Annex 1 for further information):

- **Area 1**: Communications Assistance: Communications;
- **Area 2**: Knowledge Management: South-South Learning;
- **Area 3**: Project Assistance: Programme Management and Operations;
- **Area 4**: Research Assistance – Social Protection and Cash Transfers;
- **Area 5**: Research Assistance – Impact Evaluation;
- **Area 6**: Research Assistance – Population Studies.

*Interns can also be assigned to work with 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: Information and Knowledge Management, Economics, Political Science, International Relations, Development Studies and related areas;

Area 3: International Relations, Political Science, Development Studies, Public Policy, Knowledge Management, Business Administration and related areas;

Area 4: Economics, Development Issues, Sociology, Political Science, Public and Social Policy, Agronomy, Nutrition, Sustainable Development and related areas;

Area 5: Economics, Development Issues, Sociology, Political Science, Public and Social Policy, Agronomy, Nutrition, Sustainable Development, Demography and related areas;


Length
The Internship is planned to be for a 3-months period. Internship assignments can 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 January (2016)

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

- Enrollment in a graduate-level degree program in a recognized University at the time you assume the position at IPC-IG (not have graduated prior to the beginning of the internship);
- 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, Spanish, or French is desirable. Fluency in Chinese or Arabic is considered 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 Organizing**: 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/pub/opportunities/ApplicationFormIPC-IGInternshipProgramme2015.docx

• 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.

Applicants must send the documents above specified to internship@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 signed.

**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**
- Twitter: @UNDP_IPC
Internship Focal Point

Ms. Fernanda Teixeira
internship@ipc-undp.org
Telephone number: + 55 61 2105-5000
Annex 1 – Internship Areas

**Area 1: Communications:** Communications play a central role in supporting the IPC-IG’s mission as a global forum for innovative development practices and South-South learning. The ultimate goal of our Communications, Outreach and Advocacy Unit is to promote the knowledge resources generated by IPC-IG and partners to inform development practitioners, UN specialists, academics, policymakers in the South and to provide inputs for the global poverty reduction debate. The intern is expected to contribute to the following activities: a) Website and social media update; b) Article and Web Content Writing; c) Translation and proofreading services; d) Multimedia and graphic design production; e) Research assistance on different social policy topics; f) Support to South-South learning dialogue and events.

**Area 2: South-South Cooperation:** Support the Knowledge Production and Knowledge Sharing on Social Protection in order to facilitate the South-South Learning and Cooperation processes among multiple Stakeholders. The activities to be realized are related to a) Establishment and maintenance of strategic partnerships; b) Support the Database - Management: documents, stakeholders, members, news, events; c) Organize and moderate Online Discussion Groups in the area of Social Protection and in the area of Monitoring and Evaluation of Public Policies; d) Assist in the Social Media Strategy promoting social protection policies and programmes; and e) Support to South-South learning dialogues and missions.

**Area 3: Project Management / Operations:** Support the Project Analyst in the planning of the activities of the South-South Cooperation projects; Support to project planning and monitoring of the annual Work Plan; Assist in control of project budget; Support monitoring progress against the projects outputs and maintenance of documents; Support on the elaboration of project reports and respond to queries from concerned stakeholders; Support with the management of the Social Protection Specialist Roster; Support to the Internship and Fellowship Programmes; Undertake translation of documents (project proposals, note to file, note verbal, memorandum, official letters, etc.); Support the Operations team with administrative processes (Procurement, Human Resources and Logistics to Events);

**Area 4: 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 5: Impact Evaluation:** Impact Evaluation of public policies; baseline evaluations of specific policies; M&E strategies and planning;

**Area 6: Population Studies:** Demographic scenarios and social policies; studies on migration; Indicators of inclusive and social development; Education Policies; Human Development Index; Studies on emerging economies; Post-2015 Agenda and the Sustainable Development Goals (SDGs).