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

Location: Brasilia, BRAZIL
Application Deadline: 30 November 2014
Type of Contract: SC / SB-4
Languages Required: English and Portuguese
Starting Date: 1 January 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 promote inclusive growth policies among developing countries.

The Centre regularly publishes a series of knowledge products, namely, Working Papers, Policy Research Briefs, One Pagers and Policy in Focus with a view to promoting policy debate and dissemination of knowledge. Communication plays a central role in supporting IPC-IG’s mission as a global forum for South-South learning on innovative development practices regarding social protection programmes. The IPC-IG’s Communications and Advocacy work targets on policymakers, academics, development practitioners, civil society and consultants.

The Centre is currently recruiting a Communication Officer to support the work and activities of the Communications, Outreach and Advocacy Unit (COA), as well as contribute to the maintenance of knowledge sharing platforms and knowledge exchange activities. 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.

Duties and Responsibilities

Under the overall supervision of the Director and Research Coordinator of IPC-IG and in accordance with the UNDP Brazil Country Office’s policies and guidelines, the candidate is expected to perform the following:

Communications and outreach:

- Coordinate and manage the IPC-IG Communications & Knowledge Management team;
- Liaise with UNDP focal points and institutional partners to ensure coordination and collaboration in activities of common interest;
- Work in collaboration with IPC-IG publications team for the dissemination of publications and in response to internal and external requests; including media enquiries.
• Support to the consolidation of IPC-IG’s stakeholder networks and organization of individual mailings covering journalists, experts, policymakers, practitioners and researchers;
• Provide inputs and information for elaboration of IPC-IG’s knowledge materials, including publications, op-eds, press briefs, talking points and substantive articles on key development issues;
• Coordinate support to bilateral and trilateral Cooperation activities as Study Tours, UNDP Country Office Outreach activities, etc.
• Supervise the regular update and maintenance of IPC-IG websites, social media and the Press room;
• Provide communications 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;
• Collaborate with IPC-IG’s IT team in the maintenance and update of online tools;
• Compile analytical data and news clipping on stories of the interest of IPC-IG and its partners;
• Organize and provide training, consultancy and advice to IPC-IG staff on communications.

Knowledge Management for online platforms:
• Develop and implement the communications, user engagement and advocacy strategy aligned to platforms’ objectives;
• Realize follow-up and keep track of established relations and partnerships assuring consistency in the approach;
• Support the production of content, articles, research briefing and press releases in order to feed knowledge sharing platforms;
• Improve national and international visibility through networking, media relations; social media, blog campaigns, webinars and events;
• Assist in the moderation of south-south learning activities and community of practices;
• Oversee the production of photo, video, graphic and multimedia materials;
• Support the production and distribution of periodical newsletters and reader’s digest;
• Assist the Socialprotection.org and WWP Manager in the project monitoring and evaluation systems and periodic reports;

Operations and Programme area:
• Support the design and implementation of communications products to highlight IPC-IG’s key policy messages and research outcomes;
• Within the context of IPC-IG’s growing engagement with Brazilian and international partners, plan and coordinate project activities and project-related meetings and events;
• Liaise with operations and programme management teams to ensure the effective monitoring and reporting of the project-related meetings and events;
• Identify, collect and analyse policy-related, relevant information and data to support programme planning and implementation;
• Provide communications support to the IPC-IG Internship and Fellowship Programmes.
Competencies

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

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 supervision.

Management and Leadership
- Focuses on impact and result and responds positively to feedback.
- Builds strong relationships with clients and external actors.

Development and Operational Effectiveness
- Demonstrates discretion and reliability in handling confidential matters.

Judgment/Decision-Making
- Mature judgment and initiative.
- Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experience

Essential
- University Degree in Communications, Public Relations, Journalism, or related field;
- At least 5 years of professional experience at national or international level in communications, advocacy or knowledge management;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), multimedia software and familiarity with content management systems (CMS) such as "Drupal";
- Proven experience in supporting knowledge sharing and exchange initiatives;
- Excellent oral and written communication skills;
- Fluency in oral and written English and Portuguese (national language of the duty station).
Desirable

- Master’s Degree in Communications, Development Studies, International Relations or work-related area;
- Experience with Social Protection and/or South-South Cooperation;
- UN/UNDP experience is an advantage;
- Working knowledge of French and Spanish will be considered an asset.

Applicants must send a detailed CV, P11 form*, a cover letter and a recommendation letter to ipc-hr@ipc-undp.org no later than 30 November 2014 quoting in the subject “Communications Officer”.

Applications posted after deadline will not be accepted.

*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 (30 November 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.