Project Analyst, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL
Application Deadline: 11th January 2015
Type of Contract: SC / SB-4
Languages Required: English and Portuguese
Starting Date: 1st February 2015
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 main objectives of the center are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers. The Centre regularly publishes Working Papers, issues of Poverty in Focus, Policy Research Briefs and One Pagers to encourage 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 current areas of work in IPC-IG are: social protection, population and social policies and knowledge sharing. The Project Analyst will be responsible to support IPC-IG research projects and learning activities.

Duties and Responsibilities

Under the overall supervision of the Director and the Programme Officer of IPC-IG, the main responsibilities of the position are:

1. Plan the activities of the projects and monitor progress against the projects outputs;
2. Prepare and revise project activities and financial contributions and disbursement as per the project documentation;
3. Mobilize personnel, goods and services, including preparing and finalising TORs;
4. Prepare bidding documents in accordance with established UNDP procedures;
5. Coordinate the recruitment and selection of project personnel and consultants;
6. Ensure proper management of funds and budget planning and control;
7. Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
8. Be responsible for any other duties as assigned in connection with achievement of the objectives of the projects;
9. Support IPC-IG Communications team in the organization of study tours;
10. Manage the implementation of activities and achievement of project outputs on a day-to-day basis through the execution of project activities;
11. Devise management strategies to overcome problems and impediments related to project implementation;
12. Ensure timely preparation and submission of financial consolidated reports and consolidated progress reports as per the timeframe specified in each project;
13. Liaise in consultation with IPC Research Coordinator with UNDP Brazil and other partners as per the needs of the project being executed to assure its overall direction and integrity;
14. Identify and obtain any support and advice required for the management, planning and control of the projects;
15. Liaise with any service provider and supplier;
16. Disseminate project reports and respond to queries from concerned stakeholders;
17. Coordinate and assist scientific institutions with the initiation and implementation of all field studies and monitoring components of the projects;
18. Coordinate the Social Protection Roster;
19. Undertake any other relevant tasks as required by the project.

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.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional
- Excellent analytical and writing skills;
- Experience in the production of technical and conceptual papers;
- Good interpersonal skills and ability to establish and maintain effective partnerships.
- Knowledge of and experience in dealing with Government and non-governmental institutions.

Knowledge Management and Learning
- Ability to strongly support and build knowledge products.
- Experience in building client relationships with strong networking and advocacy skills.
- Seeks and applies knowledge, information and best practices from within and outside of IPC.

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
- Minimum Bachelor’s degree in Administration, International Relations, or related field;
- 5 years of relevant experience in administration or programme support service;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
• Fluency in spoken and written English and Portuguese;
• Excellent oral and written communication skills.

**Desirable**

• Specialization or MBA in Project Management;
• Experience with Atlas ERP;
• Experience with International Cooperation;
• Relevant experience with Brazilian Government;
• UN/UNDP experience is an advantage;
• Knowledge of another UN Language;

Applicants must send a detailed CV, P11 form*, a cover letter (all documents in English) and a signed recommendation letter from a professional contact (English/Portuguese) to **ipc-hr@ipc-undp.org** no later than 11 January 2015 quoting in the subject “**Project Analyst**”.

Applications posted after deadline will not be accepted.

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


Incomplete applications or applications received after the closing date (11th January 2015) 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.