Associate Researcher, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL
Application Deadline: 11st May 2015
Type of Contract: SC / SB-4
Languages Required: English and Portuguese
Starting Date: 1st June 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 between 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 main thematic areas of focus for the IPC-IG are: public policies, social protection, cash transfers, population studies and evaluation of public policies. This Associate Researcher position will integrate IPC-IG Research team.

Duties and Responsibilities

Under the overall supervision of the Research Coordination team of IPC-IG, the candidate is expected to perform the following:

1. Undertake literature surveys, carry out research, conduct quantitative and qualitative analysis of selected country programmes and policies;
2. Contribute to IPC-IG publication series, particularly one-pagers and discussion papers;
3. Identify and liaise with key research and policy related partners and institutions;
4. Prepare Terms of Reference and project proposal for future agreements of IPC-IG and donors;
5. Attend missions and policy discussions in Brazil and other countries representing IPC-IG;
6. Assist in organizing Study Tours, workshops and seminars in cooperation with partner institutions;
7. Update IPC-IG staff on current research developments and prepare presentations when requested;
8. Assume duties as needed in support of IPC-IG’s work i.e. attend meetings with stakeholders, receive and brief officials and visitors to the Centre;
9. Present findings and recommendations to programme stakeholders; and
10. Provide technical supervision to interns under his/her supervision.

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;
• 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-IG;

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

Required Skills and Experiences

Essential
• Advanced degree (MA/MSc) in the field of Economics, International Relations, Development Studies, Social Sciences, Public Policy or related field;
• Experience with analysis of evaluation of social policies with an academic, government, research institution or international organization;
• Knowledge of instruments of impact evaluation of social policies in Brazil and other developing countries;
• Excellent word-processing and spreadsheet skills;
• Fluency in Portuguese and English;
Desirable

- Experience in social protection or cash transfer programmes evaluation;
- A good understanding of research design and methods; knowledge of household surveys, data analysis;
- Proficiency in statistical packages such as STATA and SPSS is considered a plus;
- Knowledge of other UN languages;
- Experience within the UN/UNDP;

Application and Selection Process

Applicants must send a P11 form* to ipc-hr@ipc-undp.org no later than 11th May 2015 quoting in the subject “Research Associate”

IPC-IG strongly encourages sending the following extra documents to be considered in the application:
- Detailed CV
- Cover letter
- Signed recommendation letter

All documents must be submitted in English. 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 (11th May 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.