

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

Location:	Brasilia, Brazil
Application Deadline:	30 th April 2017
Type of Contract:	Service Contract (SC)
Grade/Step or Remuneration	SB 4
Languages Required:	English and Portuguese
Starting Date:	1 st June 2017
Duration of Initial Contract:	12 months with possibility of extension

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. Located in Brasilia, IPC-IG facilitates South-South learning with the aim of expanding developing countries' knowledge and capacities to design, implement and evaluate effective policies towards the attainment of high inclusive growth.

The project is allocated under the broader umbrella of Social Protection, an issue which is considered by the IPC-IG and the UNDP as a key area in social development. Within a broad partnership framework regarding knowledge sharing on social protection, initiated by the G20 Development Working Group, the IPC-IG is contributing towards a multi-dimensional policy agenda, building on its renowned global outreach and advocacy portfolio. One of the IPC-IG's key offerings is the support to knowledge-sharing and capacity building on current practices as well as forward-looking social protection policy innovations in low and middle-income countries through policy dialogue and support to comparative research.

The Centre is currently recruiting a Programme Analyst to work on the planning and implementation of IPC-IG activities and projects providing and managing data inputs, administrative, monitoring and programme coordination.

Duties and Responsibilities

Under the substantive guidance of the IPC-IG Coordinators and following UNDP rules and regulations, the Programme Analyst is expected to ensure timely and high quality delivery of the following:

- Coordinate the negotiation processes of new projects at IPC-IG;
- Provide substantive inputs to the preparation of standard terms of reference (ToRs) against programme objectives;
- Act towards the attainment of necessary clearances and follow-up on administrative actions related to Programme management, including the endorsement of suitable contract templates for the enactment of new projects, with the appropriate focal points at UNDP's Brazil Country Office;
- Manage monitoring and implementation of programme activities and carry out periodic status reviews, including categorization, updating, tracking and analysing data related to programmes, e.g. outputs, resources utilized, deviations/revisions, etc;

- Follow-up on contributions and disbursements as per project's agreements.
- Ensure timely preparation and submission of progress and final reports as per the timeframe specified within IPC-IG's projects;
- Initiate and update project's related fields within the Atlas System.
- Foster knowledge management and sharing on UNDP Procedures and Rules;
- Assist in the elaboration of Standard Operating Procedures and Internal Control Frameworks;
- Interact with IPC-IG Project Managers, with UNDP Brazil and other partners to support the implementation of programme activities;
- Contact and work closely with UNDP;
- Support Budget Revisions in Atlas;
- Coordinate the elaboration and implementation of a fundraising strategy;
- Devise management strategies to overcome problems related to project implementation;
- Undertake any other relevant tasks as required by Centre's Director.

Competencies

Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional

- Excellent analytical and writing skills;
- Good interpersonal skills and ability to establish and maintain effective partnerships.
- Knowledge of Results-Based Management, Logical Framework Approach and/or other project/programme management methodologies.
- Knowledge of and experience in dealing with Government and non-governmental institutions.

Knowledge Management and Learning

- 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

- Post-graduation (*Lato Sensu* or *Stricto Sensu*) in International Relations, International Cooperation, Political Science or related fields, and at least 06 years of working experience with operations/project management; OR
- University Degree in International Relations, Administration, Political Science or related areas, and at least 11 years of working experience with operations/project management;
- Working experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, and Internet);
- Fluency in Portuguese;

- Fluency English, proven by certificate, previous work, academic or personal experience abroad.

Desirable

- Project Management Courses proven by certificate;
- Working experience with Atlas ERP;
- International working experience with project management is an asset;
- Working Experience with South-South Cooperation projects;
- Fluency in other UN language is considered an asset;
- UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a **signed P11 form*** to ipc-hr@ipc-undp.org by no later than 30th April 2017 quoting **“Programme Analyst”** in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Detailed CV;
- Cover letter;
- Signed recommendation letter.

All documents must be submitted in English. Applications sent after the deadline will not be accepted.

*The **Personal History Form** (P11) is available for download at:
<http://www.br.undp.org/content/dam/brazil/docs/RH/undp-br-P11-2016.doc>

Incomplete applications or applications received after the deadline will not be considered. 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 a Brazilian work permit is attached to the application** (*carteira de trabalho* and visa). The IPC-IG/UNDP is not in a position to provide advice or assistance towards applying for such a permit.

The United Nations Development Programme is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are all equally encouraged to apply. All applications will be treated with the strictest confidence.