

Researcher on Quantitative Research Methods

International Policy Centre for Inclusive Growth (IPC-IG)

Location:	Brasilia/DF – Brazil
Application Deadline:	08 March 2018
Type of Contract:	SC / SB-4
Languages Required:	Portuguese
Starting Date:	01 April 2018
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 policy dialogue with the aim of expanding developing countries' knowledge and capacities to design, implement and evaluate effective policies towards the attainment of a high level of inclusive growth.

The Centre is currently recruiting a **Researcher on Quantitative Research Methods** to actively support projects that are part of the IPC-IG working plan for 2018 onwards.

Duties and Responsibilities

Under the overall management of the IPC-IG Director, the selected candidate will provide the following services:

- Actively Support a number of projects in the area of Social Protection(hereafter referred as the "Research Area"), particularly those involving quantitative methods, as well as monitoring and evaluation components (including impact evaluations)
- Liaise with the IPC-IG Coordinator to ensure the overall direction and integrity of research projects under his/her responsibility;
- Identify opportunities in the Research Area for IPC-IG personnel to engage with, particularly those related to capacity-building and monitoring and evaluation supported by the UN Common System and other counterparts;
- Develop draft documents and initiate contacts regarding any matters concerning potential projects in the Research Area;
- Support the development of project proposals in the "Research Area" under the scope of the IPC-IG's research agenda;
- Oversee and review the quality, consistency and suitability of specific partnership materials, tools and processes in the project under his/her responsibility;
- Share the Research Area findings with the IPC-IG staff and other audiences;
- Build awareness within the Centre about the perspective and priorities of potential collaborators and assist the IPC-IG Programme Unit in networking with them;

- Represent the IPC-IG in national and international events and policy discussions, as well as receiving visitors and facilitating replies to institutional and public enquiries on subjects falling within the Research Area;
- Conduct the following activities in the Research Area: data analysis (using quantitative methods), development of an impact evaluation methodologies, development of research methodologies, elaboration of survey questionnaires and assist with the supervision of data collection activities for the projects under his/her responsibility, literature reviews, preparation of written inputs for reports and project documents, participate in missions and other types of support to the technical dialogue with various counterparts.

Competencies

Corporate

- Demonstrates integrity and fairness, by adhering to the UN/UNDP's values and ethical standards
- Promotes the vision, mission and strategic goals of the IPC-IG
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional

- Good interpersonal skills and ability to establish and maintain effective partnerships
- Long-term experience in dealing with government and non-governmental institutions
- Excellent analytical and writing skills.

Knowledge Management and Learning

- Ability to strongly support and build knowledge products
- Seeks and applies knowledge, information and best practices from within and outside of the IPC-IG

Knowledge Management

- To contribute with global and regional knowledge networks
- To contribute with the production of knowledge products in accordance with corporate standards

Judgment/Decision-Making

- Demonstrates mature judgment and initiative
- Strong leadership and conflict management skills
- Capable of independent judgment and discretion in advising on handling major policy issues and challenges
- Ability to work under tight deadlines, manage multi-tasking requirements and a high degree of pro-activity and initiative
- Hands-on and results-oriented approach

Required Skills and Experiences

Essential

- University Degree in Economics, Statistics, Demography or related areas
- At least 10 years of professional or academic experience with quantitative research methods
- Working or academic experience with the analysis and/or management of microdata, administrative records, and/or quantitative primary databases;

- Working or academic experience with monitoring and evaluation of social policies;

Desirable

- Postgraduate Degree in Economics, Statistics, Demography or related areas;
- Working or academic experience with statistical software and database management packages (SAS, Python, R or MySQL/SQL);
- Working experience with the elaboration of technical reports and project documents;
- Working experience with or within governmental agencies is considered an asset;
- Knowledge of an UN official language is considered an asset
- UN/UNDP experience is an advantage.

Application procedures

Applicants must send a P11 form* to ipc-hr@ipc-undp.org by no later than 08 March 2018 quoting “**Researcher – Quantitative Research Methods**” in the subject.

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

- Detailed CV;
- Cover letter;
- Recommendation Letter.

All documents must be submitted in Portuguese. 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.** 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.