

## IPC-IG Internship Programme 2017 – Rules and Procedures

### Objectives

The IPC-IG Internship Programme offers to a selected group of outstanding graduate-level applicants the opportunity to acquire direct exposure to the Centre's work as a global forum for research, policy dialogue and South-South learning on development innovations. It is designed to provide support to the IPC-IG's applied research and policy advisory services and to complement the interns' practical experience in various issues related to social protection and South-South cooperation. The Programme operates under the rules and regulations of the UNDP Internship Policy.

### About the IPC-IG

The United Nations Development Programme's International Policy Centre for Inclusive Growth (IPC-IG/UNDP) is a global forum for policy dialogue and South-South learning on development innovations. Since its establishment in Brasilia in 2004 as a result of a partnership with the Government of Brazil, IPC-IG has been consolidating its position as a global hub on social protection for and in the developing world. Our work aims at equipping policymakers from the South with the skills necessary to design, implement and evaluate policies and programmes towards the attainment of high inclusive growth. We believe that the emerging actors in the global scene, such as India, Brazil, South Africa and China, as well as other developing countries, have a great deal to share in terms of innovative social policies and the exchange of ideas and best practices can contribute to the promotion of inclusive development at the global level.

### Duty Station

Internships take place at the IPC-IG office in Brasilia, Brazil. We are offering year-round internship opportunities.

### Internship Working Areas

In 2017, IPC-IG will host interns on a continuous basis according to the following internship areas (see Annex 1 for further information):

- Area 1: Communications and Web Development;
- Area 2: Translation and Publications;
- Area 3: Knowledge Management;
- Area 4: Project Management and Operations;
- Area 5: Research on Social Protection;
- Area 6: Research on Impact Evaluation;
- Area 7: Research on Population Studies;

*Interns can also be assigned to work with more than one area, depending on their interests and the Centre's needs.*

### Required Background

Recommended academic experience for interns, according to the selected internship area:

- **Area 1:** Journalism, Communications, Marketing, Knowledge Management, International Relations, Political Science, Public Relations, Graphic Design, Web Development and related areas;

- **Area 2:** Communications, Translation and Interpreting, Desktop Design and Publishing, Journalism, International Relations and related areas;
- **Area 3:** Information and Knowledge Management, Economics, Political Science, International Relations, Development Studies and related areas;
- **Area 4:** International Relations, Political Science, Development Studies, Public Policy, Knowledge Management, Business Administration and related areas;
- **Area 5:** Economics, Development Issues, Sociology, Political Science, Public and Social Policy, Agronomy, Nutrition, Sustainable Development and related areas;
- **Area 6:** Economics, Development Issues, Sociology, Political Science, Public and Social Policy, Agronomy, Nutrition, Sustainable Development, Demography and related areas;
- **Area 7:** Demography, International Development, Public Health, Sociology, Sustainable Development, Public and Social Policy and related areas;

### Length

Internships have a standard duration of 12 weeks. Internship assignments can vary in length according to the availability and academic requirements of the intern, as well as the needs of the IPC-IG. Assignments are available on a full-time basis, according to the preference indicated in the “**Application for the IPC-IG Internship Programme 2017**” document.

### Qualifications

Intern selection is a competitive process. The following minimum qualifications are required:

- Enrolment in an undergraduate level or a graduate-level programme in a recognised university; OR a certifiable university degree. In this case, the applicant must start the internship within one year of graduation;
- Demonstrate interest in the field of development with relevant research experience and a publication record;
- Language skills: Fluency in written and spoken English is required. Proficiency in Portuguese, Spanish, or French is desirable. Fluency in Chinese or Arabic is considered an asset.

### Competencies

- **Teamwork:** Good interpersonal skills; ability to work in a multi-cultural and multi-ethnic environment, demonstrating full respect for diversity. Displays cultural, gender, religion, race, nationality and age sensibility and adaptability. Ability to develop and maintain effective work relationships with other UN Programmes, Funds and Agencies. Ability to develop and maintain effective work relationships with other UN Programmes, Funds and Agencies.
- **Professionalism:** Ability to manage processes, save accurate records, interpret/analyse a wide variety of data, and identify/resolve data discrepancies and activity problems.
- **Planning and Organizing:** Effective organisational skills and ability to handle work in an efficient and timely manner.
- **Commitment to continuous learning:** Initiative and willingness to keep abreast of new trends in international development.
- **Technological Awareness:** Proficiency in MS Office applications and similar. IT applications and multimedia software are desirable for area 1; Proficiency in STATA or other statistical software is considered an asset for research areas.
- **Communication:** Ability to write in a clear and concise manner, with efficient oral communication skills.

### Financial Issues

Internships at the United Nations, its Programmes, Funds and Agencies are not remunerated. The costs must be borne by the nominating institution, related institution or the government of the applicant's native country, which may provide the required financial assistance; or by the applicants themselves, who will have to obtain financing for subsistence and make their own arrangements for travel, visa, accommodation, insurance, etc.

### Medical Health and Life Coverage

The UNDP accepts no responsibility for costs arising from fatality, illness and/or accidents incurred during the internship; therefore, the intern must carry adequate and regular medical and life insurance. The intern must fill out the application form with their medical and life insurance information.

### Application process

Applicants must submit the following required documents by e-mail:

- Updated CV/résumé;
- The completed and signed form “**Application for the IPC Internship Programme 2017**”;
- A letter of endorsement from a senior faculty member or employer who has directly supervised the applicant in the recent past and who is fully acquainted with the applicant's performance;
- Copy of the applicant's passport identification page, for overseas applicants; ID (RG) for Brazilians.

Applicants must send these documents to [internship@ipc-undp.org](mailto:internship@ipc-undp.org) quoting in the subject “**IPC-IG Internship Programme**”.

The selection process will consist of the analysis of applications and interviews. This process can take up to three months and selected interns cannot under any circumstances start working until the Service Agreement is signed.

### Deadlines for application

The application is carefully analysed by our Internship Programme Team. The intern will receive an e-mail with the final result within 90 days. The results are usually announced at the beginning of each month. Due to the high volume of applications, candidates are encouraged to apply well in advance.

**Further information:** About IPC-IG: ■ <http://www.ipc-undp.org/> (main website); <http://pressroom.ipc-undp.org/> (Press Room) ■ [Twitter: @UNDP\\_IPC](https://twitter.com/UNDP_IPC) ■ [Facebook: http://www.facebook.com/ipc.undp](http://www.facebook.com/ipc.undp) ■ You Tube: <http://www.youtube.com/user/ipcundp> ■ [Interviews with former interns: http://pressroom.ipc-undp.org/get-involved/internship-programme/](http://pressroom.ipc-undp.org/get-involved/internship-programme/) ■ About [Brasília: http://www.aboutbrasil.com/](http://www.aboutbrasil.com/)

### Internship Focal Point

Mr. Rafael Osório  
[internship@ipc-undp.org](mailto:internship@ipc-undp.org)  
Telephone number: + 55 61 2105-5000

### Annex 1 -Internship Areas

1. **Communications and Web Development:** Provide support to the IPC-IG's Communications department and reinforce the communications activities of the socialprotection.org platform. Provide support to the Centre's web development.
2. **Translation and Publications:** Support the copyediting and translation of documents to meet the various demands of the IPC-IG's Publications department.
3. **Knowledge Management:** Support the dissemination of knowledge regarding the area of South-South cooperation and provide support to the Centre's research on social protection policies and programmes. Provide assistance to the socialprotection.org platform.
4. **Project Management and Operations:** Provide support to the management and design of the Centre's projects, fundraising strategies and partnership initiatives.
5. **Research on Social Protection:** Provide technical support to the Centre's research on social protection and cash transfer programmes.
6. **Research on Impact Evaluation:** Provide support to the Centre's research on impact evaluation in social protection programmes.
7. **Research on Population Studies:** Provide support to the Centre's population studies, research on demographic scenarios and public policies.