

**UNITED NATIONS DEVELOPMENT PROGRAMME  
VACANCY ANNOUNCEMENT NO. UNDP/SC/2007/078**

**Date of Issue: 24 December 2007  
Closing Date: 07 January 2008**

**Post Title : Research Associate- Decentralisation Community**

**Organization : United Nations Development Programme (UNDP)**

**Duty Station : New Delhi**

**Duration : One Year**

**Type of Contract : Service Contract**

**This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.**

**Background:**

Solution Exchange is a unique initiative of the United Nations in India, which builds communities of development practitioners working in a common area of interest and passion. In these communities, people working in development learn about each other's successes and mistakes in an atmosphere of trust and collaboration, thereby saving time and resources by not reinventing the development wheel. The eleven communities running now comprise of a wide variety of people, such as NGOs and activists, staff of multilateral and bilateral agencies, Government officials, scientists, donors and private sector. Discussions are informed from these multiple perspectives and result in improved effectiveness of development interventions in field as well as policy.

**Solution Exchange Communities**

**Active**

1. AIDS
2. Decentralisation
3. Disaster Management
4. Education
5. Environment: Water
6. Food & Nutrition Security
7. Gender
8. Health: Maternal and Child Health
9. ICT for Development
10. Poverty: Work and Employment
11. Poverty: Microfinance

**To be launched**

1. Sustainable Environment
2. Clean Technologies

Website: [www.solutionexchange-un.net.in](http://www.solutionexchange-un.net.in)

Methods for knowledge sharing include email based discussions on specific queries, documents and issues. Occasional face-to face meetings are also done, as are collaborative projects by members called "Action Groups".

The Decentralisation Community of Solution Exchange has been in operation for nearly three years now and focuses on the following issues:

- Renewing public interest and political buy-in for empowered local bodies
- Effective devolution for administrative and fiscal decentralization and resource mobilization
- Ensuring clarity of accountability relationships-defining functional boundaries of line agencies vis-à-vis local authorities
- Building capacity for decentralized planning, data collection and providing information for effective devolution
- Local body elections and jurisprudence

We are looking for a highly motivated individual committed to working on the above issues as a Research Associate. S/he will work under the supervision of the Resource Person for Solution Exchange's Decentralisation Community. S/he will support the Decentralisation Community by generating and maintaining knowledge products through desk research, documentation, codification and analysis.

### **Duties and Responsibilities:**

The Research Associate is expected to carry out the following tasks:

- Supports the Resource Person in Community mailgroup management. Conducts desk research, mainly through web and document searches and networking, to enhance depth of response to member's queries; follows up with community members to obtain material.
- Drafts material posted on Community mailgroups and websites under the guidance of the Resource Person (Consolidated Replies, e-discussion summaries, Updates, Newsletters etc.)
- Provides the Community with operational support. Organizes Community events and initiatives; updates the website with documents and links; indexes content under the appropriate keywords and categories; maintains member lists, performance indicators and reporting information.
- Contributes to work addressing cutting edge issues of concern to the Community, under the guidance of the Resource Person. Helps to prepare TORs and organize the work; participates in assignments and events in a supporting role; drafts minutes and reports of events
- Participates in Solution Exchange collective activities and collaborative initiatives. Promotes team-building; contributes to systems development; ensures conformity and

compatibility with agreed systems norms and guidelines; shares information on Community initiatives

**Educational Qualifications:**

- Post-graduate degree or equivalent in relevant disciplines related to development studies, social development, or rural development.

**Experience:**

- More than 4 years of practical substantive experience in relevant development specialization at national level, or experience in a research or academic capacity in the field of development, preferably Panchayati Raj.
- Basic experience in carrying out desk research

**Knowledge and Skills:**

- Motivated, energetic, positive, thorough, and responsive to the needs of clients
- Good knowledge of the key concerns and challenges facing development practitioners in the areas to be addressed by the Community listed above.
- Highly effective at securing relevant information through desk research; effective at applying web search tools and conventions
- Excellent drafting skills
- Excellent analytical, organizational and presentational skills
- Proficient with all basic MS Office applications; proficient with or quick to learn new applications; e.g., mailgroup management and web design

**Languages:**

- Fluency in spoken and written English. Knowledge of one of the regional languages would be an added asset.

**Application to this vacancy should be sent to [jobs.in@undp.org](mailto:jobs.in@undp.org) . Please insert Vacancy Announcement Number in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.**

cc: All UN Agencies/ UNDP Projects/Programmes in New Delhi