

JOB OPPORTUNITIES: Research Assistant

IDEAS – Lahore, Pakistan – Full Time

Are you passionate about Pakistan, its economic development and the importance of research and evidence-based policy? Are you looking for an opportunity to work at a policy think-tank led by committed researchers? The Institute of Development and Economic Alternatives (IDEAS), a policy think-tank based in Lahore, is looking for smart and qualified individuals to join the IDEAS team. The current research clusters at the institute include: Fiscal Federalism and Public Finance, Human Development, Political Economy and Social Exclusion and Marginalization. We are looking for a Research Assistant to work across the various clusters.

Main Responsibilities

General Research

- Conduct research and literature reviews on key topics within the research cluster areas;
- Collect and analyze information and assemble information from a wide variety of sources, both primary and secondary and synthesize research material;
- Write policy briefs, reports, notes, summaries, abstracts and blogs as required by senior research fellows;
- Independently analyze research findings and occasionally co-author work;
- Monitor current trends and developments in research, both locally and internationally;
- Interview academics, policy makers and important stakeholders for writing of research reports and policy briefs;
- Offer research support to other research clusters as required.

Quantitative Research

- Develop survey questionnaires and manage surveys;
- Prepare and independently analyze data using statistical packages and database tools;
- Produce research findings in various statistical formats and creatively represents that data in different charts, tables, and graphs.

Administrative Management

- Responsible for correspondence, coordination and reporting, as required, for the research cluster;
- Responsible for the overall logistics of any seminars, workshops and conferences organized by the research cluster;
- Maintain and generate material for the research cluster's webpage and contribute to the research cluster's dissemination strategy.

Qualification

Bachelor's Degree preferably majoring in Economics, Sociology, Social Sciences.

Experience

This is an entry-level position. 0-1 years of research experience (Preferably authored or co-authored a significant publication or report)

Skills

Outstanding research, writing, and analytical skills. Ability to work independently and as part of a team, demonstrating initiative and reliability. Strong interpersonal skills, organizational skills, and attention to detail required. Thorough knowledge of library and online research resources with capacity to conduct independent research and fieldwork. Knowledge of STATA, EVIEWS and SPSS essential.

Salary

PKR 50,000 Monthly

If interested please send a one page CV and a cover letter addressed to HR at admin@ideaspak.org by the 15th of May 2018.