

## Summer Recruitment Drive 2019

**Positions:** Research Assistant and Associate

**Start Date:** June 2019

**Location:** Gulberg IV, Lahore, Pakistan

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. We are looking for a Research Assistants and Research Associates to work across the various clusters.

### Program Descriptions

The two major programs that IDEAS is hiring for this summer are as follows:

1. **Governance and Political Economy:** The Political Economy Cluster at IDEAS provides an opportunity for highly motivated budding social scientists to work on a set of exciting applied research projects focused on key topics in development, governance, and politics in Pakistan. One of these projects aims to understand how to increase women's political participation and representation, and the link between women's political empowerment and development outcomes. Another aims to analyze the impact of interventions designed to enhance the state capacity of local governments, and yet another explores how to build trust between communities and police. The projects involve the collection and analysis of primary quantitative and qualitative data in big cities and rural districts, and working closely with government and development partners to design and evaluate effective interventions. Outputs from the projects will make important contributions to the academic literature and policy debate on women's political empowerment, citizen-state relations, and building citizen-responsive state capacity for effective development.

These projects are being led by faculty and PhD scholars from Harvard, Yale, Princeton, London School of Economics, Institute of Development Studies at Sussex, and LUMS. This is an excellent opportunity to get involved in first-hand field research, interact with academics and policymakers, and is particularly suited for those interested in continuing further studies in economics, political science, public policy, or political economy. Past members of the research staff have gone on for graduate studies in economics and political science at high-ranked institutions.

2. **Human Development and Education:** Our Human Development Program focuses on various themes such as education, health and so on. Enhancing human capabilities through access to health, nutrition, education, clean water and a clean environment is critical to sustainable development, inclusive growth and strengthening democracy. Development that overlooks inequities in access and participation, and inequalities in outcomes is neither sustainable, nor capable of contributing to long-term growth. Effective, efficient and inclusive systems of service provision are key to attaining development goals. The human development cluster engages with questions of market and government failures in social service delivery, and produces rigorous, multidisciplinary research into overcoming barriers to system reform, particularly in education and health.

The current projects includes Punjab Education Support Programme. The purpose of this project is to support the education in Pakistan. The First Interim Report was presented in draft to education stakeholders in Lahore in a workshop in October 2018. We are now in the second round of the evaluation where the team is intending to undertake a study of the impact of education management and policy reforms at district and school level, as well as evaluations of DFID support for scholarship programmes, and potentially an evaluation of DFID support to the Punjab Education Foundation. This program provides an opportunity to work with a high caliber team and researchers from LUMS and Cambridge.

## Job Descriptions and Requirements

IDEAS is looking to hire multiple Research Assistants and Research Associates this summer for both the programs mentioned above. The details of the respective positions are given as follows:

### Research Associate

A Research Associate has following responsibilities:

1. Independently analyse research findings and occasionally co-author work;
2. Conduct primary and secondary research and turn it into policy briefs and reports. This includes interviewing academics, policy makers and important stakeholders for writing of research reports and policy briefs;
3. Collect and analyse information and assemble information from a wide variety of sources, both primary and secondary and synthesize research material;
4. Produce research findings in various statistical formats and creatively represents that data in different charts, tables, and graphs;
5. Responsible for the overall logistics of any seminars, workshops and conferences organized by the research program.
6. Manage and coordinate with internal and external stakeholders. This includes regular reporting to resident and remote research fellows;
7. Offer research and/ or administrative support to other research programs as required

### Qualifications:

#### Essential

- Master's degree in Economics, Education, Public Health, or any related discipline.
- 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.
- Willingness to do fieldwork and travel as required.
- Should have working knowledge of statistical software e.g. STATA.

#### Preferred

- Work experience of 1-3 years, preferably in a research environment.
- Ideally should know how to multitask and prioritise deadlines.
- Thorough knowledge of library and online research resources with capacity to conduct independent research and fieldwork.
- Working knowledge of R, NVivo and GIS is also preferred.
- Should ideally know how to use Urdu keyboard.

## Research Assistant

A Research Assistant has following responsibilities:

1. Conduct research and literature reviews on key topics within the research cluster areas
2. Write policy briefs, reports, notes, summaries, abstracts and blogs as required by senior research fellows;
3. Interview academics, policy makers and important stakeholders for writing of research reports and policy briefs;
4. Collect and analyse information and assemble information from a wide variety of sources, both primary and secondary and synthesize research material;
5. Produce research findings in various statistical formats and creatively represents that data in different charts, tables, and graphs;
6. Responsible for the overall logistics of any seminars, workshops and conferences organized by the research cluster;
7. Organize, update and maintain work documents for the team and senior research fellows;
8. Offer research and/or administrative support to other research clusters as required.

### Qualifications:

#### Essential

- Bachelor's degree in Economics, Sociology, Social Sciences, or any related discipline. Fresh graduates are encouraged to apply.
- Excellent oral and written English and Urdu communication 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.
- Willingness to do fieldwork and travel as required.
- Should have working knowledge of a statistical software e.g. STATA.

#### Preferred

- Work experience of 1-2 years, preferably in a research environment.
- Thorough knowledge of library and online research resources with capacity to conduct independent research and fieldwork.
- Additional local language skills e.g. Punjabi.
- Working knowledge of R, NVivo and GIS is also preferred.
- Should ideally know how to use Urdu keyboard.

## How to apply

For both positions, interested candidates should fill this [online form](#) AND also send their **CV, cover letter** and **transcripts** to [admin@ideaspak.org](mailto:admin@ideaspak.org)

***IDEAS is an equal opportunity employer and we strongly encourage women and minorities to apply. For these positions you must have full rights to work in the Pakistan.***

***Any submissions outside the application guidelines will not be considered.***