

IDEAS – Research Assistant Job Description

Position: Research Assistant

Program: Human Development

Start Date: June 2020

Job type: Full-time

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 Assistant to work on the Human Development Program.

Program Description

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 program 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 include DeliverEd. It is a comparative study of governance reform in education between the Punjab and Sindh provinces, through interviews with high-level key informants from Sindh and Punjab, assessment of reform literature and processes, and a survey of bureaucracies. We also continue to work on the evaluation of the Punjab Education Sector Programme II. 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 the 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 Description and Requirements

A Research Assistant has the following responsibilities:

1. Conduct research and literature reviews on key topics within the research program 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 program;
7. Organize, update and maintain work documents for the team and senior research fellows;
8. Offer research and/or administrative support to other research programs 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.

Desirable

- 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

Interested candidates should fill this [online form](#) AND also send their **CV**, **cover letter** and **transcripts** to jobs@ideaspak.org with the subject line "**IDEAS Recruitment – Summer 2020**"

Any submissions outside the application guidelines will not be considered.

Application deadline is 10th April, 2020