

## IDEAS – Research Assistant Job Description

**Position:** Senior Research Assistant/Research Assistant

**Program:** Women’s Political Participation in Pakistan

**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 Women’s Political Participation Program within Political Economy Program.

### Program Description

The Political Economy Cluster at IDEAS provides an opportunity for highly motivated budding social scientists to work on a set of exciting applied research programs focused on key topics in development, governance, and politics in Pakistan. One of these programs analyzes the dynamics of women’s political participation and substantive representation, and the link between women’s political empowerment and development outcomes.

The women’s political participation program aims to unpack political entry barriers for women and evaluates the impact of women’s substantive representation in deliberative processes. The project aims to use mixed methods to unpack political entry barriers for women by looking at political participation along two dimensions. The experimental component focuses on uncovering the demand and supply side factors that influence women’s political participation in a metropolitan context while the observational component looks at the dynamics of women’s claim-making within the same context. As part of EGAP’s Metaketa V, the second project in the program aims to analyze how women’s mobilization in consultative processes would likely improve public service provision.

The program is led by faculty and PhD scholars from Harvard, Stanford, Yale, 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.

### Job Description and Requirements

A Senior Research Assistant/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](mailto:jobs@ideaspak.org) with the subject line "**IDEAS Recruitment – Summer 2020**"

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

*Application deadline is 10<sup>th</sup> April, 2020*