

IDEAS – Job Description

Position: Project Coordinator

Project: Trust and Governance

Start Date: June 2021

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 Project Coordinator to lead the Trust and Governance Project with in Political Economy Program.

Project 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 projects focused on key topics in development, governance, and politics in Pakistan. This project aims to study the level of trust that citizens place on state, institutions, social groups, and other individuals.

The project aims to study the pertinent research questions through a series of lab and field experiments to be conducted in Pakistan, Colombia, Ethiopia, and Spain. These countries allow us to study the hypothesized relationships across different contexts of inequality, strength of democratic institutions, and trust levels. The lab and field experiments will specifically test these relationships with respect to tax compliance by citizens, and then test policy interventions using Randomized Control Trials (RCTs) at the local government level to increase tax compliance by addressing institutional trust and inequality.

This project is being led by faculty from London School of Economics, UC San Diego, 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 Project Coordinator has the 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, Political Science, Public Policy 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.

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 2021**"

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

Any submissions outside the application guidelines will not be considered.

Application deadline is 16th April 2021.