

## IDEAS – Research Associate Job Description

**Position:** Research Associate

**Program:** Human Development

**Project:** DeliverEd: A Comparative Study of Delivery Approaches in Education

**Start Date:** As soon as possible

**Job type:** Full-time

**Time commitment:** At least 12 months

**Location:** Karachi, 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/Associate to work on the Human Development Program.

### Project Description

DeliverEd is a comparative study of education delivery approaches across Punjab and Sindh. The project explores the change in bureaucratic practices and service delivery reforms through interviews with high-level key informants, and a survey of management practices across the two provinces.

The Assistant/Associate will be working with the DeliverEd team on a project contributing to a multi-year four-country study exploring the effectiveness of service delivery in different contexts. This project is in collaboration with a team at the Blavatnik School of Government, University of Oxford and the Education Commission, funded by the UK's Foreign, Commonwealth and Development Office (FCDO).

### Job Description and Requirements

A **Research Associate** will:

1. Undertake fieldwork at the district level, including interviews with key stakeholders, collection of secondary documents and contextual information.
2. Assist the PIs and Program Managers in developing and piloting instruments
3. Assist the PIs and Program Managers in conducting field work, coordination and managing the data collection process
4. Assist the Program Manager in project management tasks, coordination in the field
5. Undertake and quality review transcriptions and field notes process
6. Manage the data: transcription, field notes, compilation, data storage
7. Independently analyse research findings, and produce high quality background papers
8. Produce high quality blogs and write ups
9. Manage overall logistics of any seminars, workshops and conferences organized by the research program.
10. Manage and coordinate with internal and external stakeholders. This includes regular reporting to resident and remote research fellows;
11. Offer research and/ or administrative support to other research programs as required

## Skills and Qualifications:

### Essential

- Master's degree in Economics, Education, Public Health, or any related discipline.
- Outstanding writing, and analytical skills.
- Very good communications 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.

### Preferred

- Work experience of 1-3 years, with demonstrable academic / policy research skills.
- Experience collecting and analyzing qualitative data
- Ability to represent data in useful and creative ways
- Additional local language skills e.g. Punjabi. Sindhi. Sirayki.
- Working knowledge of NVivo
- Use of 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 – DeliverEd**”

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

*Application will be considered on rolling basis.*