

IDEAS – Survey Support Assistant Job Description

Position: Survey Support Assistant

Start Date: September 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 Survey Support Assistant to work with our In-house Survey Wing

Description

Our team is committed to the provision of solutions to all kinds of research problems. We aim to provide modern and technologically innovative ways of research which is monitored by an experienced and well qualified team resulting in decreased margin for error and biased results.

Job Description and Requirements

In general, as a **Survey Support Assistant** you will aid the IDEAS in the following broad objectives:

1. Provide administrative support to the Survey Wing;
2. Translate and code survey questionnaires and manage surveys materials;
3. Responsible for correspondence, coordination, and reporting, as required, for the survey wing;
4. Responsible for the overall logistics of any seminars, workshops, and trainings organized by the survey wing;

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.

Preferred

- Should have working knowledge of a statistical software e.g. STATA.
- 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 – Survey Support Assistant**”

Any submissions outside the application guidelines will not be considered.