

## IDEAS – Research Associate Job Description

**Position:** Research Associate

**Program:** Human Development

**Start Date:** As soon as possible

**Job type:** Full-time

**Time commitment:** At least 12 months

**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 Associate to work on the Human Development Program.

### Project 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 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 – Human Development**"

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

*Applications will be considered on a rolling basis*