

## IDEAS – Research Assistant Job Description

**Position:** Research Assistant

**Project:** Pakistan's Constitution-Making History

**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 Assistant to work on the Constitution-Making History Project.

### Project Description

The IDEAS project on Pakistan's Constitution-Making History brings an interdisciplinary lens on constitution-making and constitutional development through an exploration of the interconnections between law, history, politics and society.

It focuses primarily on the 25-year period between partition and Pakistan's first democratic constitution of 1973 to foreground the broader post-colonial current within which various constitution-making experiments unfolded and culminated in the constitution of 1973. The secession of East Pakistan in 1971 -- a major blind spot in the telling of the constitution's story -- is an important part of this study, not least because it became the immediate backdrop to the constitution of 1973. In revisiting this long history of the constitutional founding of 1973, the project thus seeks to view and analyze constitutional contestation in its nuanced context of political upheaval and social change.

### Job Description and Requirements

A **Research Assistant** will:

1. Conduct research and literature reviews on key topics within the research program area as assigned by the Fellow
2. Collect and analyse information from a wide variety of sources, both primary and secondary, and synthesize research material
3. Develop a repository containing information on public and private archives on Pakistan's constitution-making
4. Create and curate a bibliography and archive of books and materials on Pakistan's political and constitution-making history
5. Organize and conduct qualitative interviews as well as oral history interviews on constitutional history themes, as and when assigned by the Fellow
6. Transcribe all interview material relating to the Fellow's work
7. Write and maintain a regular archival history blog on Pakistan's constitution-making

8. Develop material for social media dissemination and outreach on a weekly basis, including podcasts and other audio-visual material
9. Assist Communications in keeping information about the Fellow's work on the IDEAS website up-to-date
10. Responsible for the overall logistics of any talks, seminars, workshops and conferences organized by the research program

## **Skills and Qualifications:**

### **Essential**

- Bachelor's degree in History or any related Social Science discipline (including Law) with a Minor/Concentration in History. 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 archival work, fieldwork, and travel as required.

### **Preferred**

- Work experience of 1-2 years in a research environment, preferably including experience with executing and transcribing oral history & qualitative interviews.
- Thorough knowledge of library and online research resources with capacity to conduct independent research and fieldwork, including archival work.
- 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 – History Project**”

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

*Application will be considered on a rolling basis*