

## IDEAS – Research Assistant Job Description

**Position:** Research Assistant (Quantitative)

**Project:** Multisectoral Intervention in the Early Years

**Start Date:** As soon as possible

**Job type:** Full-time

**Time commitment:** At least 12 months

**Location:** Gulberg IV, Lahore, Pakistan

### Project Description

This project is a rigorous evaluation of a multisectoral program that tests the effectiveness of combining inputs on maternal and child health, early stimulation and clean water for child development. The project is led by PIs based at IDEAS, LUMS and University College London, working with a team of associates and assistants. Work for the project involves designing and operationalizing a randomized control trial and a rigorous evaluation. Research Assistants will be supporting the team in all aspects of the project, including instrument development, data management and analysis, and report writing.

We are looking for individuals with an interest in designing and implementing randomized control trials, designing survey instruments, handling quantitative data and conducting research in public health and early childhood development.

### Job Description and Requirements

A **Research Assistant** will:

1. Undertake analysis on primary and secondary quantitative data sources and produce write ups.
2. Assist the PIs, Project Manager and Research Associates in study design, developing and piloting instruments, and undertaking fieldwork
3. Undertake background research, including review of literature on key topics within the research program areas and produce write ups
4. Assist the PIs, Project Manager and Research Associates in conducting field work, coordination and managing the data collection process
5. Write policy briefs, reports, notes, summaries, abstracts and blogs as required by senior research fellows;
6. Responsible for the overall logistics of any seminars, workshops and conferences organized by the research program;
7. Organize, update and maintain project documents for the team and senior research fellows;
8. Offer research and/or administrative support to other research programs as required.

### Skills and Qualifications:

#### Essential

- Bachelor's degree in Economics, Sociology, Social Sciences, or any related discipline. Fresh graduates are encouraged to apply.
- Very good data cleaning, analysis and management skills – Working knowledge of STATA and Excel
- Very good writing skills
- Very good communication skills
- Ability to work independently and as part of a team, demonstrating initiative and reliability.
- Willingness to do fieldwork and travel as required.

### **Preferred**

- Work experience of 1-2 years, preferably in a research environment.
- Experience in cleaning and analyzing quantitative data
- 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 – Summer 2022**”

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

*Applications will be considered on a rolling basis*