

IDEAS – Research Assistant Job Description

Position: Research Assistant (Qualitative)

Program: Gender, Class and Social Norms: studying the impact of schooling on the lives of young women and men in marginalized communities (part of the Research Partnership with The Citizen's Foundation)

Start Date: As soon as possible

Job type: Full-time

Time commitment: At least 12 months

Location: Karachi, Pakistan

Program Description

IDEAS has collaborated with TCF to offer its expertise for evidence-based program design and multi-disciplinary empirical research to support TCF in achieving its goals of improving the access to and quality of education in over 1600 schools across Pakistan.

A cross-sectional, inter-generational study has been designed to understand the multi-dimensional impact of schooling on capability sets of individuals and shifts in gendered norms. Using a retrospective, qualitative, comparative case-study design, the study will generate knowledge about the ways in which schooling across generations contributes to upward socio-economic mobility and shifts in agency and empowerment at the individual level, and for whom; the ways in which (and the processes through which) education changes gendered social norms.

Data collection for this study will involve the use of innovative qualitative methods for collecting information on life histories and trajectories, and on shifting social norms at the community level.

We are looking for individuals with interest in sociological and anthropological research and qualitative data collection methods.

Job Description and Requirements

A **Research Assistant** will:

1. Undertake background research, including review of literature on key topics within the research program areas and produce write ups
2. Undertake analysis on primary and secondary quantitative data sources and produce write ups.
3. Assist the PIs, Project Manager and Research Associates in study design, developing and piloting instruments, and undertaking fieldwork
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 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.
- Experience in cleaning and analyzing quantitative data
- Working knowledge of NVivo/Qualitative Data Analysis Softwares

Preferred

- Work experience of 1-2 years, preferably in a research environment.
- Experience collecting and analyzing qualitative data
- Ability to represent data in useful and creative ways
- Working knowledge of Excel, Stata

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 – Summer 2022**"

Any submissions outside the application guidelines will not be considered.

Applications will be considered on a rolling basis