

## IDEAS – Research Associate Job Description

**Position:** Research Associate (Quantitative)

**Program:** Socio-Emotional Learning project (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/Lahore

### Project 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.

The socio-emotional learning (SEL) project aims to support TCF in devising an appropriate framework for contextualizing their investments in the holistic development of their students for building 21<sup>st</sup> century skills, for measuring these skills, and the integration of a sustainable measurement framework within TCF’s management information systems.

We are looking for individuals with interest in measurement of non-cognitive and soft skills, skills in instrument development, handling quantitative data, econometric analysis and psychometric analysis. This is a senior position and will involve leading the framework development and operationalization work with the PIs.

### Job Description and Requirements

A **Research Associate** will:

1. Undertake qualitative and quantitative research including data analysis
2. Assist the PIs and Program Manager in developing the study design, survey instruments and piloting
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 and coordination.
5. Manage the data: transcription, field notes, compilation, data storage
6. Independently analyse research findings, and produce high quality background papers
7. Produce high quality blogs and write ups
8. Manage overall logistics of any seminars, workshops and conferences organized by the research program.
9. Manage and coordinate with internal and external stakeholders. This includes regular reporting to resident and remote research fellows;
10. Offer research and/ or administrative support to other research programs as required

## Skills and Qualifications:

### Essential

- Master's degree in Education, Development Economics, Psychology or any related discipline.
- Outstanding data cleaning, analysis and management skills
- 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.
- Working knowledge of Excel and STATA
- Experience collecting and analyzing quantitative data

### 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
- Working knowledge NVivo

## 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*