

PROGRAM MANAGER/RESEARCH FELLOW

CONFLICT RESOLUTION & STABILIZATION

Institute of Social and Policy Sciences (I-SAPS) is a national policy research institute working across Pakistan to undertake multi-disciplinary research, develop human resources and inform public policies.

I-SAPS seeks services of a Project Manager/Research Fellow (Conflict Resolution & Stabilization) for managing and implementing its initiative Conflict Resolution and Stabilization in Pakistan (CRSP). The Program aims to fill in the knowledge gaps on nature and dynamics of conflicts in Pakistan; initiate an informed and evidence based dialogue; and engage the stakeholders in a proactive and sustained manner. The initiative will build upon the work already done by I-SAPS under two streams; first dealing with facilitating the right of civilian victims of conflict and terrorism in accessing compensation and second on producing locally relevant knowledge on conflicts that can help mitigate them and contribute towards establishment of a more stabilized and open society. The position requires experience in implementing/leading conflict resolution, stabilization and policy advocacy programs. The selected candidate will be responsible for program/project planning, implementation, reporting and information services; managing report writing, public outreach and data management.

Major responsibilities will include:

1. Planning, managing and coordinating the activities under the CRSP initiative. The Project Manager will be responsible for Planning, developing and implementing the initiative with a clear iteration of objectives, target audiences, deliverables, and monitoring and evaluation.
2. Planning, Managing and Leading the policy engagement along with Political Advocacy & Communication Officer and in close collaboration with the Technical Manager aimed at facilitating establishment of effective mechanisms for compensation to the Civilian Victims of Conflict and Terrorism in Pakistan
3. Working in close collaboration with the technical manager and Project Advisory Board (PAB) for ensuring development of knowledge production and development of relevant evidence for policy engagement on local conflicts in Pakistan.
4. Develop and maintain liaison with key stakeholders including but not limited to; Policy Community, Legislators, relevant ministries and departments, HEC, IUCPSS, international humanitarian agencies, international and local CSOs working in the program area to ensure effective advocacy and outreach
5. Organize and conduct seminars, policy dialogues, training workshops and meetings for policy advocacy, awareness raising and capacity building in the focus areas.
6. Ensures timely and quality completion of all contract/agreement deliverables and reports;

7. Prepare reports and various written outputs based on information gathered and analysis; draft reports and background papers; provide inputs to publications, etc.
8. Other duties as assigned.

Qualification:

- Masters Degree or relevant advanced degree in Law, Public Policy, Peace and Conflict, or Social Sciences.
- A good understanding of the discourse on conflict resolution and Pakistan's policy environments in which these issues are addressed
- Experience of engaging and influencing policy processes, governments, parliamentarians and the media in order to facilitate change in policy and practice
- A good understanding of Pakistan's political institutions and processes and how they link to initiative's objectives
- At least 5-7 years program/project management experience with minimum 4 years of experience in Conflict resolution and stabilization related activities.

Preferred Skills:

- Strong communication and problem solving skills with a variety of stakeholders, including for example, government ministries and departments, task order personnel, partners.
- Outstanding analytical and conceptual skills to structure and undertake policy and inter-disciplinary research.
- Excellent writing skills in English and report writing.
- Expertise in project management tools and techniques.
- Excellent interpersonal skill, including patience, willingness to listen and respect for colleagues. Must be capable of working both individually and as part of a team.

Application Process:

To apply please send your resume/CV and covering letter, detailing how you meet the selection criteria to Mr. Abdul Wahab at hrl@i-saps.org (please use subject line: CRSP-RF/PM). Deadline for applications: 10th September 2015.