

## **Research Assistant**

**Form of Employment:** Full-time

**Starting Date:** 17<sup>th</sup> August 2020

**Duration:** 3 months; to be extended based on performance

**Location:** Islamabad, Pakistan

### **Background:**

Institute of Social and Policy Sciences (I-SAPS) is a Policy Research and Advocacy institute working across Pakistan in a number of research areas, including education, health, disaster risk reduction, and peace and stabilization etc. I-SAPS undertakes multi-disciplinary research, develop human resources, and inform public policies and engage state and market in informed policy dialogues for sustainable development. Research and policy support and services offered by the institute are available to public, private and development sector organizations and their staff. The institute has also designed and implemented a large number of consulting development projects.

I-SAPS is currently seeking the services of full-time Research Assistants for its head office in Islamabad. Three positions are currently open under the Education, Disaster Risk Reduction, and Peace and Stabilization portfolios of the Institute. We are in search of experienced persons who have research and writing skills and are team players.

The selected candidates will work in close coordination with senior program teams in order to facilitate ongoing works of the Institute. They should be able to work in coordination with internal and external teams and stakeholders under tight deadlines. The positions might require some travel to provincial headquarters and districts, as and when required.

### **Your Tasks:**

As Research Assistant, you will perform the following tasks:

- **Research and Data Analysis:** Provide research and analysis support to senior program team and other team members in planning and developing relevant research products.
- **Liaison and Networking:** Facilitate liaison and networking with stakeholders by timely developing and disseminating research products aligned with organization's scope of work.
- **Knowledge Management:** Develop knowledge and information products from internal and external sources of research and provide feedback on the knowledge produced within the organization. This will also include development and designing variety of research and other products for diverse audience.
- **Literature Review:** Work closely with the senior management and program teams in undertaking literature review on topics relevant to organization's ongoing work.
- Any other work assigned by the senior management team and supervisor.

## **Your Skills and Experience:**

Required:

- Master's degree or B.Sc (Honours) in social sciences, public administration, management and leadership, or a related field.
- Strong coordination skills with the ability to effectively coordinate with team members, partners, stakeholders and departments.
- Undertaking rigorous literature review on diverse topics.
- Creativity in developing and designing research products.
- Strong interpersonal, communication and presentation skills with a demonstrable command over written communication in English.
- Knowledge of various statistical packages and tools will be an added advantage.
- Demonstrated ability to deliver within tight deadlines with a strong focus to independently determine, balance and pursue competing priorities.
- Fluency in written and spoken English and Urdu.
- Ability to work as part of a diverse team.

## **What We Offer:**

I-SAPS offers you learning opportunities to work as part of a diverse organization having international and national presence. The remuneration will be finalized based on prior experience and candidate's core competencies.

## **How to Apply:**

If you are interested in applying for this position, please send your application (cover letter and CV) to [info@i-saps.org](mailto:info@i-saps.org). Please include "**Research Assistant**" in the subject line. The candidate may also apply for this position by post mail. Please find our address details below.

The closing date for sending your applications is **10<sup>th</sup> August 2020**. We encourage early applications, as the position may be filled before the deadline has been reached. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

## **Institute of Social and Policy Sciences (I-SAPS)**

Street Address: 12-Mauve Area, G-8/1, Islamabad, Pakistan

Mailing Address: P.O. Box: 1379, Islamabad

UAN: +92-51-111-739-739

Fax: +92-51-2289425