

Research Associate (Education) Terms of Reference

Form of Employment: Full-time

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 a full-time Research Associate (Education) for its head office in Islamabad. We are in search of an experienced person who has demonstrated research and writing skills and is a team player. The candidate will have served in the development sector in Pakistan and should bring to the table knowledge management, transformation, and presentation skills.

[S]he will work facilitate ongoing education focused work of the Institute. [S]he shall be able to work in coordination with internal and external teams and stakeholders under tight deadlines. The position requires travel to provincial headquarters and districts, as and when required.

Key Responsibilities

The Research Associate will perform the following tasks:

- **Research, Data Analysis and Data Visualizations:** Provide research, analysis and data visualizations support to education team lead 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 education team lead, 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.

Core Competencies and Experience:

- Master's degree or B.Sc. (Honours) in social sciences, public policy, public administration, education management and leadership, or a related field.
- At least three to five years of relevant professional experience, preferably for an NGO, research organization or development sector organization.
- Strong coordination skills with the ability to effectively coordinate with team members, partners, stakeholders and departments.
- Strong interpersonal, communication and presentation skills with a demonstrable command over written communication in English.
- Knowledge of various quantitative and qualitative data analysis tools, data visualizations tools will be an added advantage.
- Ability and experience of undertaking rigorous literature review on diverse topics.
- Creativity in developing and designing research products.
- 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.

Interested candidates may apply at hrs@i-saps.org by September 26, 2022 clearly mentioning the post in subject line.