

## **Research Associate (Education)**

### Terms of Reference

**Form of Employment:** Full-time

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

**Location:** Islamabad, Pakistan

**About I-SAPS:** 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.

**About the Role:** 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, project management and academic writing skills. The ideal candidate will possess experience of working in the education sector for at least 3 – 5 years, with reasonable grasp of policy and service delivery issues in the education sector in Pakistan.

### **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 in planning and developing relevant research products.
- **Project Management and Delivery:** Support the education team in designing and effectively delivering innovative solutions to emerging education challenges. Experience with project management s required, project management certification(s) will be an edge.
- **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.

### **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 [careers@i-saps.org](mailto:careers@i-saps.org) by **December 12<sup>th</sup>, 2022** accompanied with a covering letter establishing relevance of their education, experience and ambitions with the key responsibilities and core competencies required for the role.