



Research Associate

Form of Employment: Full time

Location: Islamabad, Pakistan

Background:

The 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, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the 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.

Tasks and Responsibilities:

The Position will be based in Islamabad. The Position will be required to:

- **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.
- **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.

Values and Competencies

Core Values:

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

Required Skills and Experience:

The following skills and experience will be required to be eligible:

- Bachelors, or above, in social sciences, public policy, public administration, education management and leadership, or a related field.
- Minimum 3-5 years of relevant professional experience.
- 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.
- Ability and experience of undertaking rigorous literature review on diverse topics.
- Demonstrated ability to deliver within tight deadlines with a strong focus to independently determine, balance and pursue competing priorities.

Functional Competencies

- Strong written and verbal communication skills, with exceptional attention to detail and accuracy.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to collaborate effectively with diverse stakeholders.
- Knowledge of current trends and best practices in communications, outreach, and digital media.

What we offer:

I-SAPS offers meaningful learning opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and



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researchers, you will have the opportunity to contribute to impactful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. 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 **hrs@i-saps.org**. Please include “**Research Associate**” in the subject line. 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)

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