

Research Associate (Education)

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, health, disaster risk reduction, peace and stabilization, 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, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

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 comfortable working with a diverse team. The candidate will have served in the development sector in Pakistan and should bring knowledge management, transformation, and presentation skills.

They will work in close coordination with the education team lead in order to facilitate ongoing education-focused work of the Institute. They 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 by the education team lead.

Tasks and Responsibilities:

As Research Associate, you will perform the following tasks:

- **Research and Analysis:**
 - Provide research and analysis support to the education team lead and other team members in planning and developing relevant research products.
 - Conduct literature reviews and stay updated on the latest research and trends in the field of education.
 - Collect, organize, and analyze quantitative and qualitative data using appropriate research methods and techniques.
- **Learning Assessments:**
 - Design and implement learning assessments and evaluations to measure student achievement and learning outcomes.
 - Develop assessment tools, including tests, surveys, and observation protocols, tailored to different educational contexts and levels.
 - Collect and analyze assessment data, providing insights and recommendations for improving teaching and learning practices.
- **Report Writing and Documentation:**

- Contribute to the preparation of research reports, policy briefs, and other knowledge products.
- Assist in the development of research proposals, concept notes, and project reports.

- **Project Support:**
 - Collaborate with project teams to provide research support and contribute to project implementation.
 - Assist in monitoring project progress and milestones related to research activities.
 - Support the coordination and organization of meetings, workshops, and conferences related to research and education.

- **Stakeholder Engagement:**
 - Assist in engaging with stakeholders, including government officials, educational institutions, community leaders, and partners.
 - Conduct interviews and participate in meetings and discussions with stakeholders to gather insights and input.
 - Contribute to building and maintaining positive relationships with stakeholders.

Core 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:

- Bachelors, or above, in social sciences, education or a related field.
- Minimum experience of 2-4 years working in a policy oriented sector.
- Strong research and analytical skills, with experience in qualitative and/or quantitative research methods.
- Familiarity with education policies, programs, and challenges in the development sector.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly and concisely.
- Ability to work independently and collaboratively in a team environment.
- Detail-oriented with strong organizational and time management skills.

Functional Competencies

- 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.
- Demonstrated ability to deliver within tight deadlines with a strong focus to independently determine, balance and pursue competing priorities.
- 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 hurs@i-saps.org Please include “**Research Associate (Education)**” 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)

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