



Project 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, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

Tasks and Responsibilities:

As a Project Associate, your tasks would be the following:

- **Project Planning and Coordination:**
 - Provide day-to-day support and facilitate implementation of the project and program activities in a well-coordinated manner.
 - Facilitate coordination with donors/clients on all technical matters of the assigned projects and fulfilment of their requirements agreed upon within the scope of work and contracts/agreements.
 - Facilitate the development of technical deliverables such as data collection plans, tools, survey protocols and plans, and analysis reports.
 - Facilitate technical delivery of all outputs and deliverables to the client's satisfaction with due care to quality assurance at all levels.
- **Stakeholder Engagement:**
 - Coordinate with stakeholders, partners, and clients to implement various activities and tasks, such as developing research and evidence products, communication materials, capacity development interventions and training.
- **Internal Assistance:**
 - Assist the Project Manager in designing, coordinating and managing capacity

building/training events to be organized for various stakeholders as part of ongoing interventions, such as local research institutions, government departments and their officials, and universities.

- Assist Project Manager in undertaking field visits and remote monitoring and evaluation of the program activities using advanced tools and technologies, as and when required.
- **Quality Assurance:**
 - Support the implementation and adherence to project management methodologies, processes, and quality standards.
 - Assist in the identification and implementation of best practices and lessons learned to enhance project efficiency and effectiveness.
 - Contribute to the continuous improvement of project management practices within the organization.

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:

- Bachelor's/Master's degree in project management, business administration, development studies, or a related field.
- Demonstrated experience of 2-4 years managing funded projects and programs at national, provincial, district and community levels.
- Understanding of Program/Project Development and Implementation Cycle. Hands-on experience with project management tools, e.g., developing SMART objectives, indicators, Gantt charts, activity tracking tools etc.
- Understanding of designing and executing qualitative and quantitative research studies, their sampling frameworks, data analysis tools, monitoring and evaluation exercises and field surveys.
- Strong analytic and report writing skills and experience in developing technical proposals for donor-funded projects responding to their requirements.
- Strong understanding of donor reporting and compliance requirements.
- Proficiency in MS Office and MS Project.

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 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 hqs@i-saps.org. Please include “**Project 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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