

Field Coordinator (Education)

Form of Employment: Full time

Location: Lahore and Peshawar

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.

I-SAPS is seeking the services of a full time Field Coordinator (Education) for its education policy and research work for its office in Peshawar. Your responsibilities will involve coordinating field operations, managing data collection efforts, and supporting research activities.

Tasks and Responsibilities:

As an Education Field Coordinator, your tasks would be the following:

- **Project Coordination:**
 - Coordinate and oversee the implementation of projects in collaboration with internal teams.
 - Develop project timelines, work plans, and monitor progress to ensure timely completion of project milestones.
 - Coordinate logistics for fieldwork, including participant recruitment, scheduling, and communication.
- **Field Operations Management:**
 - Work closely with team members to ensure smooth execution of field operations, including data collection and interviews.
 - Train and supervise field staff ensuring adherence to research protocols and quality standards.
 - Monitor data collection processes to ensure accuracy, consistency, and compliance with project requirements.
- **Data Collection and Analysis:**



- Assist in the development of data collection tools, surveys, and protocols.
- Support data collection efforts, including conducting interviews, surveys, and focus groups, as needed.
- Ensure data integrity and perform quality checks to validate the accuracy and completeness of collected data.

- **Stakeholder Engagement:**
 - Establish and maintain effective relationships with key stakeholders.
 - Communicate research findings to stakeholders in a clear and concise manner.

- **Research Support:**
 - Assist in the preparation of research materials, presentations, and publications.
 - Contribute to the identification of emerging research topics and trends in the field of education policy.

- **Reporting and Documentation:**
 - Prepare timely and accurate reports on project activities, achievements, challenges, and lessons learned.
 - Maintain project documentation, including data, records, and case studies.
 - Contribute to the development of knowledge products and best practices related to education program implementation.

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, or above, in education, social sciences, public policy, or a related field.
- Minimum experience of 2-4 years in project coordination, preferably in the field of education policy or research.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.

- Proficiency in data collection methods, research techniques, and data analysis software.

Functional Competencies

- Excellent communication skills, both written and verbal, with the ability to engage with diverse stakeholders.
- Familiarity with education policy issues and understanding of the education system's dynamics.
- Ability to work independently as well as collaboratively within a team.
- Attention to detail and a commitment to producing high-quality work.
- Flexibility to travel and work in various field locations as required.

What we offer:

I-SAPS offers meaningful 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.

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 “**Field Coordinator (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