

## Call for Applications: Research Assistants (3 Positions)

**Project:** *Formulation of AJK Climate Change Policy and Disaster Risk Reduction (DRR) Policy and Disaster Risk Management Plans*

**Location:** PIDE-Islamabad (with possible field visits within AJK)

**Duration:** Contract-based (for 6 months, extendable based on performance and project needs)

### About the Project

Pakistan Institute of Development Economics (PIDE) in collaboration with Islamic Relief, Pakistan (IRP), is undertaking a comprehensive exercise to develop the **AJK Climate Change Policy** and the **Disaster Risk Reduction (DRR) Policy and Disaster Risk Management Plans**. These policies and plans aim to strengthen climate resilience, environmental governance, and disaster preparedness in the region through evidence-based research, stakeholder engagement, and policy innovation.

### Positions Available

We are seeking **three (03) motivated and competent Research Assistants** to join our team. The selected candidates will support research, data collection, policy analysis, stakeholder consultations, and drafting of policy documents.

### Qualifications and Skills Required

- Minimum **18 years of education (Master's / MPhil)** in Environmental Sciences, Climate Change, Disaster Management, Public Policy, Development Studies, or a closely related field.
- **Strong understanding or prior work experience** related to climate change adaptation/mitigation, environmental policy, or disaster risk management in the Pakistan or AJK context.
- Excellent analytical and writing skills, with the ability to synthesize data into clear and concise policy insights.
- Familiarity with **policy formulation processes**, institutional frameworks, and government procedures will be an advantage.
- Proficiency in **data analysis tools** and qualitative methods is desirable.
- Ability to work collaboratively and meet tight deadlines.

### Key Responsibilities

- Conduct background research and literature reviews on climate change and DRR-related themes.
- Assist in the preparation of situational and policy gap analyses.
- Support organization of stakeholder consultations, workshops, and validation sessions.
- Contribute to drafting and reviewing sections of the Climate Change and DRR Policies.
- Provide and collect field-level data and input from AJK districts where required.

### Application Process

Interested candidates should submit a single PDF document, consists of the following:

1. **A short Cover Letter** (highlighting relevant experience and motivation)
2. **Updated CV** (with educational background, experience, and contact details)
3. **Writing sample or publication** (if available)

Send applications via email to [khurramellahi@pide.org.pk](mailto:khurramellahi@pide.org.pk) with the subject line: “**Application – Research Assistant (AJK Climate & DRR Policy Project)**”

**Deadline for Applications:** *November 03, 2025*

Only shortlisted candidates will be contacted for interviews.

### **Equal Opportunity**

We encourage applications from qualified **female candidates, local applicants from AJK**, young researchers, and individuals passionate about sustainable development and climate resilience.