

Position Title: Research Assistant (RA)

Project: PIDE-UNICEF Multi-year Research Program

Organization: Pakistan Institute of Development Economics (PIDE), Islamabad

Type: Project-Based / Contractual

Duration: [1-3 4 months subject to performance and project needs]

Reporting Line: Principal Investigator / Project Lead

Terms of Reference (ToRs)

The Research Assistant will provide research support to the project team under the supervision of the Principal Investigator. The position is primarily research-oriented and focuses on assisting in literature review, research documentation, coordination, and general research support activities.

Key Responsibilities

The Research Assistant will be responsible for the following tasks:

1. Assist in conducting literature reviews, including identification, reading, summarization, and referencing of relevant academic and policy literature.
2. Support the research team in background research and conceptual understanding of assigned themes.
3. Assist in development and review of research instruments, discussion guides, questionnaires, or study tools, where required.
4. Support in compilation, organization, and documentation of research materials, notes, and references.
5. Assist in drafting and formatting research notes, summaries, progress reports, working documents, and presentations.
6. Provide support in coordination with field teams, stakeholders, or partner institutions for research-related activities.
7. Maintain proper record-keeping and documentation of research activities and outputs.
8. Assist the Principal Investigator and research team in administrative and logistical tasks related to research activities.
9. Perform any other research-related task assigned by the Principal Investigator.

Required Qualifications

- Master's degree in Economics, Social Sciences, Public Policy, Development Studies, or a related discipline from a recognized institution.
- MPhil degree will be considered an added advantage.

Required Skills & Competencies

- Basic understanding of social science research processes.
- Ability to read, summarize, and synthesize research papers and reports.
- Good written and verbal communication skills in English.
- Good command on Stata for analysis
- Familiarity with MS Word, Excel, and PowerPoint.
- Ability to work under supervision and meet assigned deadlines.
- Strong organizational skills and attention to detail.

Please email your detailed CV, and maximum 03 write-up documents to Mr. Saba-ul-Hussain at sabaulhussain@pide.org.pk by January 30, 2026