

Programme Officer Research:

Job Title:	Programme Officer Research
Reports to:	Chairperson PCSW / Project Director
Appointing Authority:	Chairperson PCSW
Nature of Appointment:	04 Months Contract or completion of the project whichever is earlier.
Responsibility:	<p>Technical Role expected:</p> <ul style="list-style-type: none"> • Mapping of indicators and data gaps with regard to social and economic wellbeing of women and; in-depth research, analysis and thematic studies based on the project's survey micro-data, in consultation with Technical Advisor. • Lead study design, methodology, planning and quality control procedures for 4 thematic researches to be conducted under the project. • Selection of strategic research topics, and/or case studies; • Conduct facilitation of policy dialogue on social, economic and development issues with the Government, donors, civil society, private sector; • Contributions to development of policies as relevant; • Give sound contributions to knowledge management and identification and documentation of best practices and lessons learned. • Provide proposals for and lead where appropriate, research on different issues relevant to SDGs (5 & 8) especially those related to inequality. • Develop close linkages with the provincial SDG support units and ensure harmonization of the process of prioritization of the indicators with the SDG Unit, especially for SDG (5 & 8) and other indicators for Social and Economic Wellbeing of Women. • Coordinate for initial steps needed to start implementation of two model interventions (Employment Facilitation Hub for women and a Women Economic Incubator) with guidance of Chairperson and Technical Advisor. • Give technical advice and inputs to PCSW Helpline, GMIS and other initiatives of the project for utilization of the data to prepare research reports or policy briefs. • Provide technical inputs for all steps of the survey process including training of interviewers, development of survey tools and advocacy materials. • Participate in field quality assurance visits as needed during data collection by BoS. • Develop TORs for consultants as and when requires. • Support the compilation of a final integrated report at the completion of the

	<p>survey with guidance of Technical Advisor and Chairperson.</p> <ul style="list-style-type: none"> • Based on analysis and evidence, provide concrete and implementable policy options and interventions for the monitoring and achievement of SDGs in most deprived geographical areas and communities in relation with social and economic wellbeing of women. • Document the process of both interventions with milestones achieved and lessons learned. <p>Coordination and Project Management:</p> <ul style="list-style-type: none"> • Coordinate Technical Group meetings and other forums and contribute to technical discussions on survey design, tools, field data collection, analysis, reporting and advocacy. • Organize and manage, in consultation with the Chairperson and Technical Advisor meetings of the Technical Committee. • Prepare announcement for the research grants for universities, identify and coordinate with universities in the provinces for selection process for the research grants. • Prepare annual work-plan and supervise project technical team with guidance from the Chairperson. • Assist with the management of short-term specialist consultant's inputs including for advocacy materials. Support the Project Director in preparation of ToRs for different technical services. <p>Reporting</p> <ul style="list-style-type: none"> • Ensure timely documentation of all project activities. This includes, but is not limited to, preparation of narrative quarterly progress reports for PCSW, preparing summary briefs as needed etc. • Ensure that the report is also reflective of the agreed LFA and all team is oriented to the project document, concerned areas of budget and LFA. • Participate in the recruitment of project staff, as necessary.
Minimum Qualification, Age & Experience:	<p>Qualification:</p> <p>Masters /PhD in Social Sciences from HEC recognized institution. Publications in foreign journal required. Foreign degree will be preferred.</p> <p>Experience: 3-5 years of work experience, preferably having exposure of issues concerning Women's social/ economic wellbeing.</p>
Required Skills and Knowledge:	<ul style="list-style-type: none"> ▪ Research Publications in foreign or HEC W-category journals required ▪ Evidence of Social research, research publications and exposure with international treaties, conventions, and work on Women Empowerment ▪ Strong analytical skills and excellent communication skills (written and oral). ▪ Ability to work under pressure, for extended hours, and to meet tight deadlines without compromising the quality of outputs; ▪ Fluency in oral and particularly written English;

	<ul style="list-style-type: none"> ▪ Cultural awareness and sensitivity to gender issues; ▪ Availability and willingness to travel.
Pay, allowances, and perks	Market base pay package.
Mode of filling up the post	<ul style="list-style-type: none"> ▪ Through open competition after advertisement in the Press. ▪ Selection would be made by Recruitment Committee of PCSW.