

## Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016 – 18

### Job Description of Research Assistant: -

<b>Job Title:</b>	<b>Research Assistant</b>
<b>Reports to:</b>	<b>Project Director/Programme Officer's</b>
<b>Appointing Authority:</b>	<b>Chairperson PCSW</b>
<b>Nature of Appointment:</b>	04 Months Contract or completion of the project, whichever is earlier.
<b>Responsibility:</b>	<p><b>Technical Role expected:</b></p> <ul style="list-style-type: none"> <li>• Support in coordinating meetings with relevant stakeholders for facilitating smooth project implementation.</li> <li>• Prepare minutes of project meetings, reports of events and workshops etc.</li> <li>• Maintain meeting minutes of meetings with officials.</li> <li>• Maintain proper archival records for PCSW history and reference files.</li> <li>• Participate in forums assigned by Chairperson/Project Director as and when required. Report back the information in a format of brief update about the event and use for PCSW.</li> <li>• Maintain records of all-important contact details during the process of the survey to form a resource contact pool for any future exercise and for PCSW record keeping.</li> <li>• Form short briefs with regards to activities for the website updates.</li> <li>• Maintain proper photographic record for PCSW archival and website updates.</li> <li>• Coordinate schedule of respective supervisor.</li> <li>• Support in preparing for meetings by doing required desk reviews or Internet research or by coordinating with relevant department/organization.</li> <li>• Maintain record of the presentations and where necessary coordinate with press for publishing.</li> <li>• Coordinate with media for participation in relevant Talk shows, panel discussions, press briefings.</li> <li>• Seek regular guidance and supervision for all aspects of job.</li> </ul>

	<ul style="list-style-type: none"> <li>• Show commitment and understanding for all aspects of the job.</li> <li>• Adhere to information sharing protocols of the project.</li> </ul>
<b>Minimum Qualification, Age &amp; Experience:</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Master's (16-years education) in Social Sciences from a HEC recognized institution. Foreign degree holder will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 1-year experience in development sector, particularly in gender mainstreaming, women's economic empowerment and addressing gender based violence and issues.</li> <li>• Experience in particular gender mainstreaming, Women economic empowerment and addressing gender-based-violence.</li> <li>• Demonstrable experience in working in teams</li> <li>• Experience of working with government departments and with a range of stakeholders, particularly for Women rights and GBV will be an asset.</li> <li>• Project management and coordination skills.</li> <li>• Demonstrable writing and presentation skills.</li> <li>• Fluency in English is required.</li> </ul> <p><b>Age:</b> Not less than 23 years</p>
<b>Required Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Relevant academic and legal knowledge. Recognized Work on Women Empowerment and dealing with complaints related to violence against women.</li> <li>• Should have advocacy and awareness related experience.</li> <li>• Strong Report Writing Skills</li> <li>• Strong monitoring skills.</li> <li>• Strong analytical skills and excellent communication skills (written and oral).</li> <li>• Strong IT Skills</li> <li>• Well versed in Microsoft Office.</li> </ul>
<b>Pay, allowances, and perks</b>	Market base pay package.
<b>Mode of filling up the post</b>	<ul style="list-style-type: none"> <li>• Through open competition after advertisement in the Press.</li> <li>• Selection would be made by Recruitment committee of PCSW.</li> </ul>