

Responsibilities of Researcher (on Contract hiring by NIPS).

NIPS has ongoing research activities with support of UNFPA and other development partners in several areas. (i) Pakistan Demographic and Health Survey after five years and in-depth analysis on important issues; (ii) Longitudinal Panel Study using Performance, Accountability for Action framework in Punjab since 2020 – preparation of report and in-depth analysis to review trends and patterns on important demographic indicators. Besides these, urgent tasks assigned in various social sectors also draw attention of researchers like preparing research papers for conferences and supporting Ministry of National Health Services and Coordination in preparing position papers and development reports.

The incumbent therefore must have good understanding of demographic and social sector survey procedures. In this regard:

- Questionnaire preparation and translation in Urdu (or local languages), understanding/ preparation of tabulation plans, coordination with field teams, supervise and validate data collection, undertake field checks for data quality, supervise data editing process,
- Analysis of data (univariate and complex multivariate analysis)
- Support technical preparation for dissemination workshops, new proposal writing,
- Competent in preparation of graphs with understanding of data to finalize presentations
- Undertake literature review of emerging health and FP issues and share briefs

The incumbent will divide time in four categories of tasks:

Longitudinal Panel Study:

Field supervision of teams working in communities and facility data gathering
Contributing to draft chapters and report writing
Initiate trend analysis based on various phases completed to date

Pakistan Demographic Health Survey

Tasks assigned by the Institute in preparation of the Survey
Contributing in proposal writing for funds mobilization.
Contributing in drafting technical paper for PDHS technical working group.

Pakistan Migration Survey and other Research Work

Tasks assigned by the Institute in preparation of the Survey
Support technical staff in preparation of technical paper
Contributing in drafting technical paper for migration technical working group.

Technical Administrative tasks

Support in drafting and editing of reports, presentations, official communications, press releases and articles;
Record keeping of data received from field
Understanding of file work.
Generate Activity reports

Record keeping of project staff
Preparation of financial proposal including budget
Liaison with different departments to facilitate the field work
Support drafting communications to concerned field offices as required
Work on Report Writing
Taking Minutes of the meetings
Any other official technical assignment
Assist in drafting policy briefs on population issues

The incumbent must be willing to travel across Pakistan, be punctual and willing worker. Fully abide by Office decorum.

Qualifications/Skills:

Education:

- Minimum qualification M.Phil or PhD degree from HEC recognized institution/University in related fields (demography, economics, sociology, anthropology, or any other related Social Sciences.
- Have demonstrated experience of research work.

Skills:

- Strong interest in working in the Government system;
- Demonstrable skills in analytical thinking, communication and research;
- Good IT competence, command of main office software programmes, internet communication, social media and searching skills;
- Document and graphic design skills an asset;
- Strong organizational, communication and interpersonal skills with the ability to work under
- Ability to work in a multi-cultural environment and a strong team working capacity.