

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: RESEARCHER

Terms of Reference (TORS)

National Institute of Population Studies (NIPS), Islamabad, invites applications from qualified candidates for the contractual appointment as a Researcher with requisite academic qualification, age and experience, detailed as under:-

1	Title:	Researcher
2	Nature of Appointment:	Contract
3	Duration:	(working months 8)
4	Salary/ Remuneration:	Rs. 100000/-
5	Qualification:	Minimum qualification M.Phil or Ph.D. degree from HEC recognized institution/University in related fields (demography, economics, statistics, sociology, anthropology, or any other related Social Sciences. Have demonstrated experience in research work.
6	Maximum Age Limit:	35-45 Years
7	Experience:	<ul style="list-style-type: none">• The candidate should have a 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 pressure.• Ability to work in a multi-cultural environment and a strong team working capacity.
8	Reporting Officer:	Director / Senior Fellow, NIPS
9	Duty of Station:	NIPS, Islamabad
10	Termination/ Continuation of the Contract:	The contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 days wages or on 15 days' notice

The incumbent therefore must have a 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

Deliverables: The detailed deliverables for the Researcher for providing assistance to NIPS to undertake the task is as under:-

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



NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Consultant

Terms of Reference (TORS)

National Institute of Population Studies (NIPS), Islamabad, invites applications from qualified candidates for the contractual appointment as a consultant (Technical) with requisite academic qualification, age and experience, detailed as under:-

1	Title:	Consultant
2	Nature of Appointment:	Contract
3	Duration:	(working days 45)
4	Salary/ Remuneration:	Negotiable as per deliverables
5	Qualification:	Ph.D. in Social Sciences i.e. Demography, Economics, Statistics, Population Studies or Sociology from a reputable HEC recognized foreign/local university
6	Maximum Age Limit:	70 Years
7	Experience:	At least Twenty Five years of work experience in research consultancy. Have experience in undertaking national level household surveys. The candidate should have knowledge of demography, migration and experience in analysis, report writing and having strong analytical and writing skills. Have an understanding of IT systems and software.
8	Reporting Officer:	Director / Senior Fellow, NIPS
9	Duty of Station:	NIPS, Islamabad
10	Termination/ Continuation of the Contract:	The contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 days wages or on 15 days' notice

Deliverables: The detailed deliverables for the Consultant for providing assistance to NIPS to undertake the task is as under:-

- i) Improve the detailed proposal of the Migration Survey including a proposed list of indicators and methodology by second week.
- ii) Finalize the proposal including indicators and methodology in the third week.
- iii) Prepare a presentation of proposal and indicators for the Technical Advisory Committee (TAC) members. Also responsible to arrange the TAC meetings including prepare above the list of experts from the field of population and development, migration and demography to by the fourth week.
- iv) Finalization of proposal including indicators and development of questionnaire and manual in the 5-6th week.