

## **Position 1: Research Assistant – Climate Change & DRR**

**Duty Station:** Islamabad (NDRMF Office)

**Reporting To:** Manager – Climate Change

### **Key Responsibilities**

- Conduct research and analysis on climate change adaptation, mitigation, and disaster risk reduction interventions
- Support the development of project concept notes, proposals, and related technical documents
- Assist in data collection, analysis, and interpretation for programme planning, monitoring, and reporting
- Support preparation of progress reports, policy briefs, presentations, and knowledge products
- Coordinate with relevant stakeholders including government departments, implementing partners, consultants, and donors
- Assist in ensuring compliance with environmental, social, and gender safeguards
- Maintain proper documentation and records related to assigned projects
- Support monitoring and evaluation activities, including data tracking and reporting
- Perform any other task assigned by the supervisor

### **Qualifications & Experience**

- Bachelor's or Master's degree in Climate Change, Environmental Sciences, Disaster Management, Development Studies, or a related field
- Fresh graduates with a strong academic background are encouraged to apply (relevant experience will be an advantage)
- Strong analytical, research, and report-writing skills
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Good communication, coordination, and interpersonal skills