

Position: Research Assistant – DRF & PPF (Coordination)

Duty Station: Islamabad (NDRMF Office)

Reporting To: Manager – DRF / PPF

Key Responsibilities

- Support coordination of activities under the Disaster Risk Financing (DRF) window and Project Preparation Facility (PPF)
- Assist in the preparation and review of project proposals, feasibility studies, and financial models
- Conduct background research on disaster risk financing instruments and project preparation methodologies
- Facilitate communication and coordination with internal teams, consultants, and external stakeholders
- Support tracking of project pipelines, timelines, milestones, and deliverables
- Assist in organizing meetings, workshops, consultations, and related coordination activities
- Prepare reports, meeting minutes, briefs, presentations, and other required documentation
- Maintain organized records and documentation of programme activities
- Support resource mobilization efforts through background research and technical documentation
- Perform any other task assigned by the supervisor

Qualifications & Experience

- Bachelor's or Master's degree in Environment, Economics, Finance, Development Studies, Business Administration, or a related field
- Fresh candidates with a strong academic background are encouraged to apply (relevant experience will be an advantage)
- Understanding of subject analysis and project development processes is desirable
- Strong organizational, coordination, and documentation skills
- Proficiency in MS Office, particularly Excel and PowerPoint
- Good communication and interpersonal skills