JOB DESCRIPTION

Position Title Research Associate

Location: Islamabad

Position Type: Temporary/Contingent Staff

Duration: 06 months (fixed)

Reports to: Chief Executive Officer (CEO)

Scope of Work: To provide short-term support in administrative coordination, and research.

Detailed Tasks and/or Expected Output:

Specific tasks of the will include but not be limited to the following:

a) Assist in administrative coordination for NDRMF Management
b) Support liaison and coordination with government departments and relevant stakeholders, including follow-up on official matters and pending approvals.

c) Support preparation of briefs, letters, summaries, and presentations

d) Conduct research on relevant thematic areas (DRR, DRF, climate change, development sector, etc.)

e) Compile and analyze data for decision-making

f) Maintain records, documentation, and information systems.

g) Provide support in meetings, workshops, official visits and engagements, including scheduling and logistical arrangements.

Qualification, Age and Experience:

a) Minimum 16 years of education in Economics, Development Studies, Public Policy, Business Administration or related field

b) 2–3 years of relevant experience (fresh candidates with strong academic background may apply)

c) Age: Maximum 35 years at the time of submission of application.

Skills & Competencies:

a) Strong coordination and liaison skill

b) Strong analytical and research skills

c) Good report writing and drafting ability

d) Proficiency in MS Office

e) Ability to work under tight deadlines

f) Strong communication skills