

RASTA Competitive Grants Program for Policy-oriented Research
Pakistan Institute of Development Economics (PIDE), Islamabad
OPPORTUNITIES AT RASTA, PIDE ISLAMABAD

Terms of References

MANAGER (PPS-9)	
Qualification	MS/MPhil/PhD in the field of economics, public finance, public policy, development studies, demography, business studies, environmental/health economics or equivalent postgraduate qualification from HEC recognized university/institute.
Experience	Minimum 05 years of post-qualification experience in research, teaching and training organization. Experience in managing research grants and/or similar assignment would be an added value. The experience can be relaxed as per stated government rules.
Number of Posts	One (01)
Salary	PKR 306,250/- per month *
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for one year. Extendable on year-to-year basis subject to satisfactory performance.
Job Description	Being part of the RASTA program, the duties of a Manager is to assist the Project Management Team of RASTA in the execution of the program; to manage the RASTA project management unit operations; to lead the Call for Research Proposal campaigns; to coordinate with the applicants and Research Advisory Committee (RAC) members; to organize RAC meetings, workshops and conferences; to assist RAC in evaluating proposals, comments on the proposals/papers, to monitor the progress of studies awarded in the project; to organize research events and training; to maintain/develop the institutional memory of RASTA. Any other work assigned by the project authority.
Location	Islamabad, Pakistan
Duration	The initial contract will be for one year. Extendable on year-to-year basis subject to satisfactory performance.
Job Description	The Accounts Officer will be responsible for all account matters of the project such as budgeting and planning of expenditure, controlling expenditure, compilation of monthly and quarterly accounts, managing cash book, preparing expenditure reports, reporting of accounts status to the MoPD&SI. Any other work assigned by the project authority. The Accounts Officer has an important role in building and maintaining the institutional memory through documentation, filing, and keeping the budget allocation/ expenditure record upto the mark for transparency and accountability.
RESEARCH ASSISTANT (PPS 6)	
Qualification/Experience	MS/MPhil in the field of economics, public finance, public policy, development studies, demography, environmental/health economics or equivalent postgraduate qualification from HEC recognized university/institute.
Number of Posts	One (01)

Salary	PKR 105,000/- per month *
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for one year. Extendable on year-to-year basis subject to satisfactory performance.
Job Description	The RA will carry out desk review, analysis and coordination to support the programme activities at RASTA PMU. He/she will be required to provide assistance to the Managers and Project Director in completing the tasks. To liaison with partners, stakeholders and awardees and facilitate interactions and coordination. To cooperate with the PIDE Media Team and contractors such as graphic designers, publishers, media partners and animated video experts to get RASTA visibility and disseminate the research findings. Provide assistance to the PMT in organizing online meetings and physical events. Any other work assigned by the project authority.

** Subject to income tax and annual increment as per the rules of the Federal Government.*