

## RASTA Competitive Grants Program for Policy-oriented Research

Pakistan Institute of Development Economics (PIDE), Islamabad

### OPPORTUNITIES AT RASTA, PIDE ISLAMABAD

#### Terms of References

<b>MANAGER (PPS-9)</b>	
Qualification	MS/MPhil/PhD in the field of economics, 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 organizations. Experience in managing research grants and/or similar assignments would be an added value. The experience can be relaxed as per stated government rules.
Number of Posts	Two (02)
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
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.
<b>ADMIN OFFICER (PPS 7)</b>	
Qualification	MBA/MPA/HRM/BS/MA (social science subjects) from HEC recognized university/institute.
Experience	Minimum 05 year of post-qualification experience in administrative or similar role. Experience in project management and/or 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)
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for 6 to 12 months.
Job Description	The Admin Officer will be responsible to provide administrative support to the PMU staff and the PMT of RASTA. He/she will liaison with PIDE, Ministry of PD&SI and other partners. Coordinate project activities such as administration, logistic support, and organization of seminar/conferences and other events. Any other work assigned by the project authority. The Admin Officer has an important role in building and maintaining the institutional memory through documentation and filing.

<b>ACCOUNTS OFFICER (PPS 7)</b>	
Qualification	Master's degree in Business Administration (Finance/Accounts)/M.Com/ICMA/ACCA or equivalent qualification from a university recognized by HEC.
Experience	Minimum 5 years of accounts related experience. Experience of working in the public sector, managing project, and/or 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)
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for 6 to 12 months.
Job Description	<p>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&amp;SI. Any other work assigned by the project authority.</p> <p>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.</p>
<b>INTERNAL AUDIT OFFICER (PPS 7)</b>	
Qualification	Master's degree in Business Administration (Finance/Accounts)/M.Com/ICMA/ACCA or equivalent qualification from a university recognized by HEC and/or Chartered Accountant Inter from ICAP.
Experience	Minimum 5 years of accounts related experience. Experience of working in the public sector, managing project, and/or 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)
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for 6 to 12 months.
Job Description	<p>The Internal Audit Officer will be responsible to conduct the internal audit of all planned/actual expenditures of RASTA PMU and its awardees. To perform the special audit, announce and unannounced. To prepare reports for internal audits and follow up visits. To highlight the weaknesses in the accounting practices and strengthen the procedures as per the federal government rules. To provide guidance/assistance to the PMT and awardees when and where required. Manage resources and audit assignments. To compile and implement the annual Internal Audit plan. Any other work assigned by the project authority.</p> <p>The Internal Audit Officer has an important role in developing, implementing and maintaining internal audit policies and procedures as per federal government rules and regulations.</p>

<b>MANAGER IT/WEB MANAGER (PPS 7)</b>	
Qualification	BS/Master's degree in Information Technology, Computer Sciences, Information Systems, Computer Engineering or equivalent qualification from a university/institute recognized by HEC.
Experience	Minimum of five (05) years of IT related experience in an organization. The experience can be relaxed as per stated government rules.
Number of Posts	Two (02)
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for 6 to 12 months.
Job Description	The Manager (Information Technology) will be responsible to coordinate, plan and lead all IT-related activities at RASTA PMU. He/she will be required to determine the IT needs and implement computer systems to fulfill the information systems requirements of RASTA. To manage and update the RASTA website regularly. To manage all social media accounts responsibly and take lead in the campaigns. To liaison with partners, stakeholders and awardees and facilitate interactions and coordination. To collaborate 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 IT-related assistance to the PMT in organizing online meetings and physical events. Any other work assigned by the project authority.
<b>QASID/OFFICE BOY (PPS 2)</b>	
Qualification/Experience	Middle schooling with a minimum five (05) years of related experience in an organization.
Number of Posts	Two (02)
Job Type	Contractual/Full Time
Location	Islamabad, Pakistan
Duration	The initial contract will be for 6 to 12 months.
Job Description	The Qasid/Office Boy will be responsible to help the RASTA PMU staff in completing small tasks on daily basis. Any other work assigned by the project authority.

*\* Annual salary increments as per MOF OM No.F.4(9)R-14/2008 dated 19th July 2017*