

Research Associate (SPPS-IV)
Strategic Planning & Support Unit, Ministry of Industries & Production (MoIP)

Job Purpose:

To support the Strategic Planning & Support Unit of the Ministry of Industries & Production through high-quality research, data analysis, policy briefs, and monitoring of sectoral developments. The Research Associate will assist senior management in the preparation of reports, analytical papers, presentations, and evaluations that contribute to evidence-based policymaking and program implementation.

Qualifications & Eligibility:

- *Academic Requirements:*
 - Bachelor's or Master's degree in Economics, Public Policy, Business Administration, International Development, Industrial Management, or a related field from an HEC-recognized university.
 - Additional certifications in research methods, data analytics, or policy analysis will be an advantage.
- *Professional Experience:*
 - Minimum 3–5 years of relevant experience in policy research, economic analysis, industrial development, or project management.
 - Experience working with government agencies, think tanks, research organizations, or development partners will be preferred.

Key Responsibilities:

1. Research & Policy Analysis:

- Conduct desk research, literature reviews, and policy analysis on industrial development, manufacturing trends, SME growth, and economic competitiveness.
- Draft concise policy briefs, background notes, and strategic papers for internal use and decision-making.

2. Data Analysis & Presentation:

- Collect, clean, and analyze economic, industrial, and sectoral data from official sources (PBS, State Bank, MoIP databases, etc.).
- Support in preparing data visualizations, charts, and presentations for senior leadership, donor partners, and stakeholders.

3. Monitoring & Reporting:

- Assist in the monitoring of key industrial indicators and program progress against targets.

- Draft periodic reports, progress summaries, and updates for Ministry leadership and partners.

4. Coordination & Support:

- Support coordination with other departments, external stakeholders, and development partners for ongoing projects and initiatives.
- Contribute to the planning and organization of high-level meetings, workshops, and consultations.

Skills & Competencies:

- Strong analytical, writing, and research skills.
- Familiarity with economic indicators, industrial policy, and development frameworks.
- Basic proficiency in data analysis software (e.g., Excel, Power BI, SPSS, or Stata).
- Knowledge of visualization and presentation tools (e.g., PowerPoint, Canva, Tableau) is desirable.
- Ability to synthesize complex information into clear, actionable insights.
- Strong teamwork, time management, and organizational skills.

Monitoring & Evaluation:

- Maintain trackers on ongoing research, projects, and key sector developments.
- Support the preparation of Key Performance Indicators (KPIs) for the Strategic Planning & Support Unit.
- Assist in monitoring progress toward industrial policy objectives and provide inputs for adaptive management.
- Basic knowledge of M&E frameworks, log frames, and result-based management will be an asset.

Remuneration:

- As per SPPS-IV pay scale: Market-competitive remuneration package with applicable allowances, in accordance with the approved SPPS guidelines issued by the Establishment Division and Ministry of Finance.