

PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)
48- Civic Centre, Johar Town, Lahore.

JOB DESCRIPTIONS

Senior Research Fellow

1. Contribute to the development of Institute's research strategies and themes.
2. Identify and develop research objectives and proposals for own and joint research.
3. Carry out independent research and act as a Principal Investigator or project leader on major research issues / projects. This may involve leading and line-managing the staff including their recruitment, probation, mentoring, and performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.
4. Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.
5. Develop proposals for major research programme / projects which will make a significant impact, and lead to an increase in knowledge or understanding, or the development of new explanations, insights, concepts or processes.
6. Produce high-quality research outputs that have significant impact in the field, for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate, and make a significant contribution to the Institute's academic excellence.
7. Make presentations at national or international conferences or exhibit work in other appropriate events of a similar standing and identify ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.
8. Develop and maintain an independent research reputation by, for example, serving on peer review committees, acting as a referee for journal articles and research grant applications.
9. Provide academic leadership to those working within relevant research areas.
10. Contribute at least one paper in a year to the working paper series and research reports of the Institute.
11. Play a leading role in identifying sources of funding and secure and/or contribute to the process of securing bids.

12. Play a lead role in identifying and securing opportunities for enterprise activity, knowledge exchange income and/or consultancy.
13. Actively build internal and external contacts, and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.
14. Develop successful links with external contacts such as other educational and research bodies, businesses, the public sector, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income.
15. Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
16. Any other duties as may be assigned from time to time commensurate with the grade.

Research Fellow

1. Produce high quality reports, academic papers and journal articles of a publishable standard based on the analysis of data and literature with a clear and engaging writing style.
2. Work independently and autonomously on a number of research and policy projects simultaneously, as required.
3. Analyse quantitative data using robust methods, preferably using STATA, and interpret, describe and publish findings.
4. Comprehensively review and analyse academic and grey literature based on methodical and replicable search strategies.
5. Contribute at least one paper in a year to the working paper series and research reports of the Institute.
6. Identify new topics and develop and obtain funding for proposals (including academic, private and public sector funders) supporting policy-relevant research projects that employ a range of social research methods; assist other team members in obtaining funding for future projects.

7. Manage external relationships with funders and other stakeholders.
8. Present papers based on policy and research work to policy-makers, academics and other audiences including the media.
9. As appropriate, aid in the collection of primary quantitative and qualitative data.
10. Deploy a proactive approach, as well as a strong and demonstrable interest in ageing issues, to ensure that the Institute maintains influence and contributes to evidence based policy-making.
11. To work with other members of the team as required.
12. Any other duties as maybe assigned from time to time commensurate with the grade.

Associate Research Fellow

1. Coordinate and manage research projects involving other researchers from within or outside the Institute, and for this purpose conceptualize and design planning meetings, follow-up on research contracts, establish deadlines and standards for research papers.
2. Conceptualize and design research conferences, workshops, seminars, and other forms of the dissemination of the research output of the Institute.
3. Edit and compile research papers for publication as monographs or edited volumes.
4. Respond to requests for policy advice from public and private sector, directly or through the Director, in the area of expertise.
5. Represent PERI at national or international seminars, conferences, workshops, symposia, and various policy-making foras.
6. Contribute to the research and other work of the PERI research staff
7. Contribute at least one paper in a year to the working paper series and research reports of the Institute.
8. Deliver a minimum of two seminars in a year and contribute to the weekly seminar series as a participant as required.
9. Contribute in electronic and print media on issues around economic development in general, and issues of public policy and governance in particular.
10. Any other duties as may be assigned from time to time commensurate with the grade

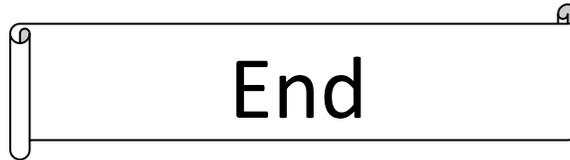
Assistant Research Fellow

1. Conduct literature reviews
2. Collect and analyze data
3. Prepare materials for submission to granting agencies and foundations
4. Prepare interview questions and survey design
5. Provide ready access to all experimental data for the researcher
6. Request or acquire equipment or supplies necessary for the project
7. Manage and respond to programme / project related email
8. Prepare, maintain, and update website materials
9. Attend project meetings
10. Attend area seminars and other meetings as necessary
11. Summarize project results
12. Prepare other articles, reports, and presentations
13. Any other duties as maybe assigned from time to time commensurate with the grade

Accounts Officer

1. Keeps custody of Petty Cash and prepares Petty Cash Receipt and Payment Vouchers including Cash Reimbursement Summary as & when required.
2. Maintains Cash Book of the PERI.
3. Keeps cash in safe custody and restricts access of cash to authorized personnel only.
4. Prepares all receipt, payments & journal vouchers of the PERI.
5. Checks all invoices, bills before making payment and ensures that they are approved by the concerned officials.
6. Prepares monthly payroll and transfers salaries to bank accounts.
7. Assists in monthly closing of the PERI.
8. Assists in preparation of Financial Statements.
9. Assists in Internal & External Audit.
10. Assists in filing of tax returns and statements.
11. Prepares reports & summaries as required by management of the PERI.

12. Prepares Expense Variance Analysis on monthly basis with the approved Budget of PERI.
13. Performs any other work assigned by the Management.



End