



## **The Shahid Javed Burki Institute of Public Policy at NetSol (BIPP)**

### **Vacancy Announcement**

#### **TORs for Director (Research and Coordination) The Shahid Javed Burki Institute of Public Policy at NetSol:**

The Shahid Javed Burki Institute of Public Policy at NetSol (BIPP) is an independent, not for profit institution which aims at: promoting rights and evidence based, citizens-people-centered inclusive policy making; filling the institutional void; professionalizing the key public policy areas; and, serving as a knowledge hub for policy analysis, development and implementation.

BIPP represents a unique blend of expertise to enrich both upstream policy process and down-stream implementation. The underlying goal of BIPP is not merely analytical input to policy making through research and intense studies but also to collate, generate, share and disseminate knowledge, best practices, models and methodologies for context specific implementation.

Its Board of Directors include eminent experts, economists, academia and development practitioners from private, public and non-governmental sectors.

The Director (Research and Coordination) is a pivotal position and assists the Chairman and Vice Chairman in BIPP's over all management and in coordinating the work of the five Wings: Research and Consultancy, Think Tank, Education and Learning, Knowledge Management and HR and Finance.

More specifically, under the overall guidance of Chairman and the direct supervision of Vice Chairmen, and exercising prudent judgment to act independently, the Director (Research and Coordination) will carry out the following duties:

1. Assist the Chairman and Vice Chairman in the overall management of the Institute;
2. Initiate and participate in the overall policy and strategy formulation of BIPP including the areas of priority of work of the five Wings;
3. Supervise and contribute substantial input to development of work plans, research issues, and project concept notes;

4. Help to coordinate the multiple branches of “Research and Consultancy” and the wider BIPP team;
5. Identify and develop RFPs and other research and consultancy proposals for government, donor etc funding;
6. Identify and develop possible areas for partnership with local organizations,
7. Represent the BIPP research and consultancy aims and targets in coordination meetings, workshops, and meeting with stakeholders;
8. Assist in authoring research reports, briefing notes, policy papers, and other materials as required;
9. Help to develop knowledge management function and coordinate research dissemination and follow-up activities, including use of social media to carry out policy advocacy function;
10. Assist the focal point/Task Manager for preparation and launch of BIPP's Annual Report;
11. Any other duties as required

## **2. Salary**

The post carries a gross salary of Rs. 100,000/- per month as well as negotiated share of the funds generated by the consultancy and research projects based on the time and the quality of analytical input provided.

## **3. Experience and Qualifications**

- At least 5 years of experience involving policy analysis or upstream analytical work
- Preferably a PhD in economics and/or public policy
- Integrity and commitment, high level of motivation and ability to lead a team
- Excellent writing and oral communication skills

## **4. How to Apply:**

Please send your resume along with a writing sample to [sjbipp@gmail.com](mailto:sjbipp@gmail.com)

**Address:** 138, Abubakar Block New Garden Town, Lahore.

**Website:** [www.sjbipp.org](http://www.sjbipp.org)