

JOB DESCRIPTION	
PROFILE	
Job Title	Assistant Manager- Research Design
Job Location	Karachi/Lahore/Islamabad
Reporting to	DM- Research Design
Direct Reportees	None
Function/ Department	Research and Knowledge Sharing (RKS)
Expected Travel	Frequent (within Pakistan)
SUMMARY	
<p>The Assistant Manager-Research Design will contribute to the design, implementation, and dissemination of research and evaluation studies across TCF's programs. The role involves supporting evidence generation for learning and decision-making, ensuring that research outputs are methodologically sound, insightful, and actionable</p> <p><u>About RKS:</u> TCF's Research and Knowledge Sharing team works to enable TCF in organisational introspection and learning by supporting evidence-based decision-making towards individual, school, program, and system improvement through robust research studies, assessments, and evaluations.</p>	
BENCHMARKS	
Preferred Qualification	Bachelor's degree in in Social Sciences, Development Studies, Education, Economics, or a related field.
Experience Required	A minimum of 2-3 years of research and evaluation experience, preferably in the education/development sector.
Knowledge and Skills	<ul style="list-style-type: none"> ■ Familiarity and experience with quantitative and qualitative research frameworks, methodologies and tools. ■ Attention to detail, particularly in developing a thorough and nuanced understanding of research problems, design of programs and their outcomes of interest ■ Excellent writing and verbal communication skills in English and Urdu, with the ability to present information in an insightful and structured manner. ■ Strong organisational and project management skills, with the ability to handle multiple projects simultaneously and collaborate with multiple teams. ■ Proficiency in MS Office. ■ Passion for social impact and commitment to advancing evidence-based solutions for underserved communities.
Job Responsibilities	DESCRIPTION
	<ul style="list-style-type: none"> ■ Help support the design of methodologically robust studies that can generate insights to guide decision-making in the areas / programs of interest. ■ Work with the team on multiple stages of assigned research/evaluation studies; from needs assessment, research design, and tool development to data collection, analysis and reporting of findings. This may include: <ul style="list-style-type: none"> ○ Conducting literature reviews, developing logic models and theories of change with relevant program/cross-functional teams.

	<ul style="list-style-type: none">○ Developing robust data collection tools/instruments and setting mechanisms in place that allow for testing these for validity and reliability ahead of deployment.○ Ensuring that researchers, evaluators, data enumerators, etc. are trained, understand research instruments fully, and can capture rich, accurate and high-quality data and insights from the field.○ Organising and analysing data collected from the field with the help of set protocols.○ Documenting and summarising the design, process and findings of each study and coordinating with internal and external teams to help disseminate output.
--	--