

## **Terms of References (TORs)**

### **Research Associate**

Consumer Rights Commission of Pakistan (CRCP) is a national research and advocacy organization working across Pakistan to support the citizens to secure their legally enforceable rights. CRCP requires the services of a Research Associate for assisting the team working on governance and public policy.

#### **Responsibilities:**

The selected candidate will be responsible for:

- Conduct literature reviews;
- Well aware with Social media tools, especially Twitter, Facebook and can upload, manage the Social media activities.
- Ability to make info- graphs and other tools for graphical representation of data, into meaningful analysis.
- Collect and analyse data and information;
- Putting up draft reports/papers on the assigned topics;
- Assisting in program/project planning, execution, and information services;
- Supporting in advocacy and public outreach; and
- Data management.

#### **Required Skills and Experience:**

##### **Education**

- Master's Degree or relevant advanced degree in Social Sciences

##### **Required Experience**

- At least two years of experience of working with national/international organization
- Acumen for policy and inter-disciplinary research
- Excellent writing skills in English

##### **Computer Literacy**

- Proficient in MS Office (MS Word, MS Excel, MS PowerPoint), MS Project, etc.
- Knowledge of Graphic Designing would be an added benefit

To apply, send your CVs to [hr@crcep.org.pk](mailto:hr@crcep.org.pk) by June 30<sup>th</sup>, 2018.