RESEARCH ASSISTANT (LAW DISCIPLINE) - JOB DESCRIPTION

POSITION (FULL-TIME):

Manzil Pakistan has an opportunity available for the position of RESEARCH ASSISTANT (LAW). The researcher will assist Manzil Pakistan team in carrying out research and managing projects related to law and alike in nature.

ORGANIZATION BACKGROUND:

Manzil Pakistan is a national non-profit think tank dedicated to developing and advocating public policy that contributes to the development of Pakistan. Our aim is to shape Pakistan to a country where policies on decisions of national interest are driven by non-partisan strategic thinking and implemented through consensus in the best interest of the people of Pakistan. We take pride in providing a platform for debate on public policy for all stakeholders; civil society, academia, public and the government. Currently Manzil Pakistan has resources dedicated on promoting good governance, law and justice and education.

DUTIES & RESPONSIBILITIES:

As a research assistant (law), you’d be required to:

- Assist Manzil Pakistan team in assessment of projects, processes and reporting under the ambit of law and justice;
- Carry out research on matters concerning/governing laws and legal practices;
- Make use of law library and relevant internet resources to determine information relevant to court cases, hearings, depositions, and legal meetings;
- Make suggestions and recommendations to the higher management at Manzil Pakistan for undertaking projects, processes and reporting related to law and legal research;
- Utilize relevant law forums to collect information for law and policy evaluation purpose;
- Visit apex courts to gather information required for research purpose;
- Maintain coordination with internal and external researchers, academia, lawyers and significant stakeholders for project purpose or otherwise;
SKILLS & ABILITIES:

- Knowledge and understanding of basic research methods;
- Strong command over law/legal terminologies;
- Knowledge and awareness of common national as well as international legal practices;
- Excellent communication and interpersonal skills;
- Organized and detail-oriented;
- Must be interest in primary as well as secondary research;
- Must be able to work independently and within a team;

EDUCATION & EXPERIENCE:

Candidate must be a Law graduate. Fresh candidates can also apply; however, preference will be given to candidates having hand-on experience of 1 year. Female candidate are also encouraged to apply for the post. Interested candidates can send their resume at info@manzilpakistan.org