TERMS OF REFERENCE FOR MP POSITION

Name of the Post: **Policy Analyst (MP-II)**

1	**Name of the Ministry/Division:**	**Ministry of Human Rights.**
2	**Education & Experience**	• Ph.D in International Relations or Public Policy & Governance with 5 years' experience of working in the relevant fields **OR** • Master Degree in International Relations or Public Policy & Governance with 7 years' experience of working in the relevant fields. • Excellent communication, interpersonal and negotiation skills.
3	**Job Descriptions**	• Undertake necessary research and mapping of human rights situation across the country, conducting analysis and formulate evidence-based policy recommendations while applying most suitable public policy approaches. • Applying research tools including Qualitative and Quantitative Research tools such as nvivo, SPSS, MaxQDA, Jamovi for analysis • Review existing and proposed human rights laws including Women, Children , Transgender persons , Minorities, Persons with Disabilities and other vulnerable population, policies and regulatory frameworks, identify gaps and recommend appropriate reforms. • Assess implementation of the National Action Plan on Human Rights and other relevant policies and strategies applying scientific tools of Monitoring and evaluation and recommend measures for improvement. • Analyze Pakistan's international human rights obligations, treaty body recommendations and comparative practices to support policy development and institutional reform, working closely with IC wing of the MoHR • Conduct research on emerging human rights issues, including digital rights, gender equality, child protection, minority rights and disability inclusion. • Prepare policy briefs, analytical reports and concept papers for senior management and provide technical support for policy formulation, monitoring and evaluation.
4	**Age Limit:**	Maximum 62 years (to be calculated as on the closing date of submission of applications).
5	**Pay Package:**	In accordance with the MP scale provisions

6	**Tenure of Contract:**	Initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
7	**Discipline**	As applicable in case of contract employees.
8	**Leave:**	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leave earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be en-cashed.
9	**Termination of Contract**	The contract may be terminated by giving one month's notice on either side. In case of termination notice from Ministry/Division it shall be approved by appointing authority.

<>