

## Center for Economic Research in Pakistan (CERP)

### Job Announcement

**POSITION: Training and Career Counseling Officers**

**PROJECT: Women's Mobility Project**

**START DATE: As soon as possible**

**MINIMUM COMMITMENT: 12 months**

**LOCATION: 19-A FCC, Syed Maratib Ali Road, Gulberg IV, Lahore**

#### **Project and Position Description**

The Employment Facilitation Hub (EFH) is an initiative aiming to facilitate women's entry into the labor force through services that help them search for and apply to suitable jobs. The EFH is an initiative of the Punjab Commission on the Status of Women (PCSW), which will be set up and run by the Women's Mobility Project at CERP.

The EFH is an employment assistance service that is being set up this year for the purposes of the Women's Mobility Project at CERP. The EFH will aim to connect female job seekers with employers in Lahore. On the jobseeker side, it will assist women in finding jobs, applying for jobs, and will offer a range of support services such as trainings related to enhancing interview skills and anti-sexual harassment, assistance in writing job applications, co-working spaces, and mentoring from industry experts. On the employer side, it will assist firms in finding candidates who are well-suited for job openings at their organization. The EFH will provide a safe space for women to assist them in their search for jobs, as well as resources to enhance their skills to pursue suitable careers.

CERP is recruiting an experienced professional to lead the main components of the EFH, such as assistance in writing job applications, advice on applying to jobs, setting up and running a co-working space for women, trainings for job seekers and employers, and mentoring services for female applicants. This is a full-time position that will involve working closely with the Principal Investigators of the Women's Mobility team at CERP, Dr. Erica Field (Duke University) and Dr. Kate Vyborny (Duke University), as well as with the higher management at the PCSW. This is an excellent opportunity for a candidate that is looking to augment their project management experience within the development sector.

#### **Job Description**

1. Engage leading industrial experts on designing career counseling and mentoring guidelines in coordination with the Senior Research Associates at the EFH.
2. Provide mentoring support to women who walk into the EFH, or call the helpline. This includes career counseling/advice for job applications and job interviews.
3. Organize college outreach events to help beneficiaries sign up as subscribers and make/edit their CVs

4. Match beneficiaries to jobs using the EFH Management Information System (MIS) and explain job details to them
5. Identify training needs of beneficiaries through skills testing exercises and enroll them into relevant trainings at EFH
6. Organize and deliver trainings (on laws, job application process, career skills) to project beneficiaries
7. Consolidate feedback from beneficiaries about the EFH services and report to the Senior Research Associates at EFH to help resolve any issues that have been raised,
8. Coordinate and work with the Office Assistant to ensure smooth running of operations at the EFH
9. Assist in organizing mentoring sessions and job fairs at the EFH.
10. Compile monthly update reports for the Senior Research Associates at the EFH

## Job Requirements

- Undergraduate degree in Business, HR, Communications, Social Sciences or a related discipline from a recognized university.
- Proven track record of effective interpersonal skills, relationship management and/or training related skills with at least one year of work experience.
- Excellent interpersonal and stakeholder management skills
- Fluency in English and Urdu
- Proficiency in written English

CERP's project teams are small, and the amount of work we accomplish is significant. The position is challenging but rewarding – only apply if you are the type of person who takes charge and responsibility, can do excellent work with little supervision, and are not afraid to learn new things in order to get the job done.

**Salary:** Minimum starting salary for a Training and Career Counseling Officer role at CERP is PKR 40,000 per month (all-inclusive).

## How to Apply

**Please follow the instructions below. Any applications or CVs submitted outside this process will not be considered. Only successful candidates will be contacted**

Interested candidates should:

1. Fill out the [online form found here](#), marking Training and Career Counselor as the position you are applying to
2. Send an email to **BOTH** [careers@cerp.org.pk](mailto:careers@cerp.org.pk) and [womens.mobility@cerp.org.pk](mailto:womens.mobility@cerp.org.pk) with the subject **“WMP- EFH”**. Please include your cover letter, CV, and transcripts.