

**Center for Economic Research in Pakistan (CERP)
Job Announcement**

POSITION: Senior Research Associate

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 was set up for the purposes of the Women's Mobility Project at CERP in 2016. 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 reporting to the Project Coordinator 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

You will be working primarily on the following tasks:

1. Setting up and running an exclusive office for the EFH with training rooms and a co-working space for women
2. Recruiting and managing a team of training officers and career counselors that assist EFH beneficiaries in the job search and application process

3. Recruiting and managing Marketing & Communication Officer, MIS Developer, and other positions specific to the EFH
4. Training EFH staff in collaboration with the Job Talash team at Women's Mobility Project
5. Managing and coordinating with stakeholders, including PCSW, government agencies, employers, industry experts
6. Supervising a Marketing and Communications Officer responsible for outreach activities to potential beneficiaries and employers
7. Supervising a MIS Developer responsible for the development and roll-out of a MIS for the EFH
8. Organizing mentoring sessions with industry experts for EFH beneficiaries
9. Organizing job fairs that connect EFH beneficiaries with employers
10. Contributing to the development and implementation of skills training programs for EFH beneficiaries in collaboration with the Job Talash and Employer/Firms Survey teams at the Women's Mobility Project
11. Contributing to the developing and implementing monitoring and evaluation mechanisms for all EFH activities in collaboration with the Job Talash team at the Women's Mobility Project
12. Ultimately resolving and reporting all complains regarding EFH activities made by beneficiaries or stakeholders
13. Preparing regular reports on EFH activities that will be shared within the Women's Mobility team as well as with PCSW
14. Coordinating all the above mentioned tasks with the Job Talash team and Firms/Employers Survey team in the Women's Mobility Project

Job Requirements

- Master's degree in Economics, Public Policy, Management, Development Studies or a related discipline from an internationally recognized university.
- Proven track record of project management with five or more years of work experience
- Excellent interpersonal and stakeholder management skills
- Fluency in English and Urdu

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 Senior Associate role at CERP is PKR 100,000 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 Women's Mobility as your first choice

2. Send an email to **BOTH** careers@cerp.org.pk and womens.mobility@cerp.org.pk with the subject **“Research Team- Women’s Mobility”**. Please include your cover letter, CV, and transcripts.