

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

POSITION: Project Manager

PROJECT: Women's Mobility Project

START DATE: As soon as possible

MINIMUM COMMITMENT: 9 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 a Program Manager for the EFH. 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

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 the EFH team which includes Senior Research Associates, Research Assistant, Training and Career Counseling Officers 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 on the Program

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 Management Information System (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 Program
11. Contributing to the developing and implementing monitoring and evaluation mechanisms for all EFH activities in collaboration with the Job Talash team at the Program
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 Program team as well as with PCSW
14. Coordinating all the above mentioned tasks with the Job Talash team and Firms/Employers Survey team on the Program
15. Collaborating with other members of the Women's Mobility Program and PIs in the planning and roll-out of EFH activities
16. Tracking and periodically reporting the progress of all EFH activities, including budget and expenses, internally to the Program Manager and PIs, and externally to PCSW

Job Requirements

Required

- PhD or Master's degree in business administration, economics, public policy, education or a related discipline from an internationally recognized university.
- Minimum of 2 years of relevant experience for PhD and a minimum of 3-4 years of relevant experience in research/program/project management for Master's.
- 1-2 years of relevant experience in research/program evaluation, including the design and execution of surveys and interviews.
- Previous fieldwork experience, particularly in Pakistan.
- Comfortable communicating with key stakeholders in the public and private sectors as well as with a wide range of urban and rural populations in Pakistan.
- Comfortable with travel in rural Punjab and Sindh for fieldwork.
- Demonstrated ability to motivate a team and build a collaborative environment.
- Capacity to maintain an organized and structured work style in a fast-paced environment, including managing a cyclical workflow with reoccurring intense periods.

- Demonstrated ability to manage multiple tasks effectively, coordinate project members and propose solutions in a timely manner with minimal supervision.
- Excellent attention to detail.
- Fluent in English and Urdu
- Strong written and oral communication and interpersonal skills.
- Experience working with donors and high-level counterparts in international organizations and government.

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 Project Manager role at CERP is PKR 110,000 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 Project Manager as the position you are applying to.
2. Send an email to **BOTH** careers@cerp.org.pk and womens.mobility@cerp.org.pk with the subject **“WMP- EFH”**. Please include your cover letter, CV, and transcripts.