Job Announcement

Position Title: **Training and Capacity-Building Assistant**

Program: **CERP Training and Capacity Building**

Qualifications: Bachelors in Economics, Social Sciences, Public Policy, Public Administration, Business Administration, Education Management, or equivalent

Start Date: As Soon As Possible

Minimum Commitment: 12 Months (24 Months is Preferable)

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

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Program Description

About Us: [CERP](#) is a non-profit policy research organization founded by renowned Pakistani academics in 2008 with the aim of catalyzing policy research in Pakistan. We do this by undertaking rigorous quantitative research and building capacity for evidence-based policy making.

Engaging with and building the knowledge, skills, and capacity of the actors who help shape policy is vital to promoting the long-term sustainability of CERP's mission. These actors include public sector policymakers, such as civil servants and politicians, as well as private sector and civil society players. In addition it includes local researchers, both current and aspiring.

Training and Capacity Building at CERP: This training program seeks to develop a knowledgeable workforce capable of deploying a variety of strategic and technical skills that will inform policy decisions. CERP is currently a part of two international consortiums that were created with the objective of promoting evidence driven decision making, and use of best practices in impact evaluation and M&E within social programs: Building Capacity to Use Research Evidence (BCURE) and Regional Centers for Learning on Evaluation and Results (CLEAR).

This unit seeks to deploy CERP resources for developing external capacity, building new analytical products and developing a knowledgeable workforce.

This is a very exciting role that will holistically look at relationship management, outreach and event and content curation.

We are looking for a willing to learn, eager and proactive individual. If you have a can do attitude and are willing to take on challenges, this position is for you.

Position Description

- ***Event Curation and Delivery***

  - Ensures delivery for all training courses
  - Leads logistical needs on all projects
  - Liaises with current and prospective training partners

- ***Relationship development and management***

  - Supports business development and marketing for the unit.
  - Collaborates with internal and external partners, including EPoD, JPAL, IPA, and others, including faculty, to deliver course offerings

Qualifications and Skills
- Bachelors in Economics, Social Sciences, Public Policy, Public Administration, Business Administration, Education, or equivalent
- 1-2 years of relevant work experience
- Strong interpersonal communication skills, with high level of comfort in building relationships with key stakeholders in the public and private sectors
- Excellent written communication ability
- Fluency in English and Urdu.
- Willingness to travel within Pakistan

Salary: Commensurate with experience and qualifications.

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
2. Send an email to careers@cerp.org.pk with the subject **"CERP Training Team"**. Please include your cover letter, CV and transcripts

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Building Capacity to Use Research Evidence (BCURE) is funded by UK's Department for International Development (DFID). Launched in 2013, the program invests a total of £16 million in six programs spanning across Sub-Saharan Africa and South Asia over the three years to develop the systems, skills and incentives that support evidence use.

With the shared objective to advance a 'culture of evidence' among policy actors, CERP partnered with Evidence for Policy Design (EPoD) at Harvard University's John F. Kennedy School to implement the BCURE program in Pakistan. CERP and EPoD have been collaborating on several other policy research projects for a significant time period, and enjoy an excellent working partnership. BCURE's objective is to create a 'culture of evidence' where using evidence to inform policy decisions becomes the norm among a broad set of policy actors. To establish this culture of evidence, it employs a multipronged approach addressing constraints at different levels. Across all the program activities, CERP is building on and expanding its extensive policy networks, which include partnerships with government departments in key development sectors, ties to influential civil society, political, military, and private sector actors, and alliances with capacity building agencies responsible for training current

and future policy decision makers. CERP's key partners in Pakistan include the National School of Public Policy (NSPP), the premier training academy for training of civil servants of all ranks in Pakistan.

The focus of these engagements is on building, adapting, and demonstrating models of successful capacity building engagement for the use of data and research evidence in policy decision making. This involves both working with current and future local scholars to further their technical skills but also pedagogical engagements with policy and civil society actors that not only seek to understand their challenges but also provide them with the frontier knowledge in the field of policy design and evaluation. These engagements are driven by CERP's belief that an essential means to create the space for empirically driven policy is to build local capacity. Therefore, CERP collaborates with all the policy partners and engages decision makers not just for production of knowledge and evidence, but also for mainstreaming evidence that can be used to inform policy. This is evident from CERP's engagement with the Punjab Government's Excise and Taxation Department and Skills Development in which researcher-policy maker collaboration has helped improve on policy outcomes through sustained learning and iteration of policies.

Regional Centers for Learning on Evaluation and Result (CLEAR) is a global initiative supported by several donors and coordinated by the World Bank's Independent Evaluation Group. It aims to strengthen the monitoring and evaluation (M&E) and project management (PM) capacities in developing countries to achieve development outcomes. It has regional centres in Anglophone Africa, Francophone Africa, East Asia, Latin America and South Asia. CERP is part of the CLEAR South Asia Regional Center that is hosted by the Abdul Latif Jameel Poverty Action Lab (J-PAL) South Asia. As part of the CLEAR initiative, CERP seeks to build capacity in Pakistan for better monitoring, primary data collection and rigorous evaluation of on-going programs. It works to strengthen existing M&E practices through capacity development, knowledge sharing and advisory services. Its clients include governments, NGOs, civil society organizations, foundations, academic institutions and international development organizations. Since 2011, CERP has trained more than 200 senior, mid-career and young development professionals through multiple trainings, details of which can be found in our CLEAR brochure.