

Job Announcement

Position Title: **Project Coordinator**

Project: **Social Norms**

Qualifications: **Master's degree in business administration, economics, public policy, education or a related discipline, from an internationally recognized university**

Start Date: **As soon as possible**

Minimum Commitment: **18 months**

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

The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Project Coordinator for the Social Norms Project. This is a full-time position based at the CERP office in Lahore and will require significant field work in South Punjab and Sindh. The project coordinator will oversee the implementation of a large randomized controlled trial evaluating interventions aimed to challenge social norms surrounding child marriage. He/she will also have the opportunity to engage with leading economists from Oxford University and the Amsterdam Institute for Global Health and Development.

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.

About CERP

The [Center for Economic Research in Pakistan \(CERP\)](#) is a non-profit research center in Pakistan that promotes the use of rigorous quantitative research and actively engages with policy counterparts to answer key questions in public policy. CERP was founded in 2008 by renowned Pakistani economists based at the Harvard University's John F. Kennedy School, University of Chicago, Pomona College and Lahore University of Management Sciences.

Project Description

The main aim of this project is to understand 'what works' when designing interventions aimed at promoting women's economic empowerment and reducing child marriage. To that end, the project will implement a Randomized Control Trial of economic interventions on the one hand and social norms interventions on the other hand, targeted at girls, boys, women and men in Sindh and South Punjab. The interventions are implemented by Oxfam Pakistan and its partners Bedari and Indus Resource Centre (IRC). Data will be collected through base- and endline surveys, and "lab-in-the-field" experiments. An additional research objective is the development of a quantitative tool to measure social norms.

Job Description and Responsibilities

- a) Survey & intervention design, piloting, training and monitoring
 - i. Assisting Principal Investigators (PIs) and the partner NGOs in the development of the RCT interventions and a research implementation plan
 - ii. Contextualizing and overseeing translation of the survey instruments and the lab-in-the-field experiments
 - iii. Assisting Principal Investigators (PIs) in piloting the survey instruments and experimental instructions, to make sure they collect the required information to the highest standard. Working with the partner NGOs to design the recruitment of respondents and the tracking strategy (base- and end line), extracting the necessary data and information for sampling, and supervising recruitment in the field
 - iv. Training survey and field teams in survey and field protocols and procedures for a smooth roll-out.
 - v. Working with the partner NGOs to sensitize the study communities to the presence and purpose of the study, and monitoring community relations for the duration of the study
 - vi. Monitoring survey and field teams to ensure adherence to set randomization and surveying protocols and procedures, including through random spot-checks of interviews at different field sites.
 - vii. Travel to different districts of Punjab and Sindh as required for the above activities (note that all travel and subsistence costs will be fully remunerated by CERP).
- b) Relationship and documentation management
 - i. Managing the submission of documents for ethical and governmental approval of the study, and ensuring that updates and/or amendments are submitted in a timely manner
 - ii. Liaising with PIs on a regular basis, through emails, project calls and meetings.
 - iii. Liaising with the partner NGOs on a regular basis, through emails, project calls and meetings.
 - iv. Assisting the PIs in managing relations with donors, providing inputs to annual/quarterly reports as required.
- c) Data management and analysis
 - i. Supervising survey and field teams to ensure timely delivery of correctly entered data.
 - ii. Overseeing data entry, cleaning and analysis work done by the Research Associate. Assisting the PIs with data analysis for input to the design of interventions, presentations to academic and non-academic audiences, and academic papers.
- e) Any other duty or task that arises with the evolution of the project.

Qualifications and Skills

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 STATA skills.
- Strong written and oral communication and interpersonal skills.

Preferred

- Experience with randomized controlled trials (RCTs).
- Experience implementing lab-in-the-field experiments.
- Experience working with donors and high-level counterparts in international organizations and government.
- Proficiency in Punjabi or Sindhi.

Salary

The minimum salary for this position is PKR 110,000 per month (all-inclusive). However, the final salary figure will be 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](#), marking Social Norms as your first choice.
2. Send an email to both careers@cerp.org.pk with the subject **“Research Team-Social Norms”**. Please include your cover letter, CV, and academic transcripts.