

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

POSITION: Assistant Field Coordinator

PROJECT: Nikkah Registrar Project

START DATE: As soon as possible

MINIMUM COMMITMENT: 3 months

LOCATION: Lahore

Project and Position Description

The province of Punjab has approximately 37,000 individuals who are officially designated as marriage registrars. To date there has been no minimum educational requirement nor required training to become a marriage registrar. PCSW is preparing to conduct a training of all marriage registrars in the province, to inform them on marriage laws and their duties.

For this initiative, PCSW is partnering with the Punjab Local Government Department for implementation of the training sessions. The Local Government Department has responsibility for coordinating the work of approximately 2,000 Union Council government offices in Punjab; these offices are the seat of local elected government and house official marriage records submitted by marriage registrars. Training conducted under the auspices of the Local Government Department helps to align the training with the licensing of marriage registrars and revocation of licenses of those who do not comply with the law. The Principal Investigators of the project are Dr. Erica Field (Duke University) and Dr. Kate Vyborny (Duke University).

This is an excellent opportunity to get involved in first-hand field research, and is particularly suited for anyone interested in continuing to further study or research in economics, public policy or urban planning. This is also an opportunity for the selected candidate to benefit from regular and intensive interaction with the lead researchers, as well as other people working at the CERP office in Lahore. Candidates might be expected to work remotely.

Job Description

Your primary responsibilities will be as follows:

1. Coordination with the Punjab Commission on the Status of Women (PCSW) and Local Government Department (LGD).
2. Updating data bases and coding of the data.
3. Frequent travel if and where required to monitor trainings and field activities.
4. Management and record keeping of all the data coming from trainings and from the field.
5. Coordination with Data entry firm to ensure the data quality.
6. Ensuring protocols being followed in the training sessions.

7. Trainers WhatsApp groups management. (Downloading of training pictures and scanned attendance sheets and keeping record training wise)
8. Remain accessible and respond to the issues that may arise during training operations.
9. Maintain detailed daily, weekly, and monthly logs of all issues and observations of the training and data collection operations to project team.
10. Updating your principal reporting points on the status of the project activities periodically by phone, email and Skype.
11. Other day to day official tasks assigned by the project team.

Job Requirements

- Bachelors or Master's degree in Economics, Public Policy, Social Sciences, Management or any other relevant qualification
- One year of work experience is preferable but not compulsory
- Excellent interpersonal skills and good manners
- Comfortable in communicating with key stakeholders in public, private and non-profit sectors
- Experience in conducting fieldwork is preferable
- Willingness to travel around Punjab for fieldwork
- Fluency in English and Urdu
- Strong work ethic: ability to work without constant supervision is key

How to apply:

Interested candidates should fill this [online form](#) and send their *cover letter, CV, and transcripts* to careers@cerp.org.pk with the subject title **“CERP Assistant Field Coordinator”**.