

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

POSITION: Project Manager

PROJECT: Women's De Facto Rights and Institutional Reform in Pakistan

START DATE: As soon as possible

MINIMUM COMMITMENT: 12 months

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

CERP is recruiting a Project Manager for the Women's De Facto Rights and Institutional Reform in Pakistan Project. This is a full-time position based at the CERP office in Lahore and will require some field work in areas of Punjab. The research associate will contribute to data collection, entry, cleaning and analysis. Further, this position involves some coordination and experience with government departments such as Punjab Commission on the Status of Women, Punjab Land Regulatory Authority and Local Government Departments. You will also have the opportunity to engage with leading economists and public policy experts from Duke University.

Project and Position Description

Women's rights to make key life choices such as whether and when to marry and divorce, and the exercise of economic decision making power, are intrinsically important aspects of human wellbeing.

There are many constraints to the exercise of these rights. One is that in many socially conservative contexts, the law on the books is substantially more progressive than the de facto practice of the law. Pakistan is a good example: the government officials who carry out basic legal functions such as marriage registration and the processing of inheritance of property often follow their own judgment or respond to the pressures of other interested parties rather than complying strictly with the law.

In this proposed project, we will work in close collaboration with different agencies of the Government of Punjab on the initial stages of rigorous impact evaluation of two major initiatives to address these challenges through government legal and bureaucratic institutions and ensure women's de facto rights in two key areas:

- (a) Women's right to their legal share of inheritance: an initiative to impose new procedural requirements and incentives for government officials involved in property transfer;
- (b) Key rights in marriage, including child marriage and retention of the right to initiate divorce: the first ever initiative to train all marriage registrars in the province.

The Principal Investigators of the project are Dr. Erica Fields and Dr. Kate Vyborny (Duke University).

Job Description

Your primary responsibility will be towards this project. However, you may be asked to assist on other tasks/projects at CERP in consultation with your reporting supervisor(s). Your tasks will include:

a. Project Management

- i. Drafting weekly project updates for the PIs or government departments, or drafting any other documentation required by stakeholders of the project.
- ii. Responsible for helping draft communication with government departments incorporating feedback from government officials.

b. 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).

c. 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.

d. Field Management

- i. Designing, pilot testing, and conducting any survey or administrative data gathering exercise based on discussions with PIs that the project requires.
- ii. Designing the exercise strategy, training surveyors, monitoring surveys through field spot checks, cleaning and analyzing data.

- iii. Potentially travelling across Punjab for project implementation related work including monitoring, pilot testing, informal discussions/interviews, data collection etc.

e. ***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.
- iii. Any other duty or task that arises with the evolution of the project.

The work can be challenging, yet very exciting given the scope and possibilities for growth within. 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 good work with little supervision, and are not afraid to learn new things in order to get the job done. **Strong data analytic skills are required** to clean and analyze the data collected for sampling purposes, as well as through the pilot, and eventual roll-out phase. A willingness to travel and the ability to take on challenges are essential.

Job Requirements

- Master's degree in economics, public policy, or a related discipline from an internationally recognized university. Well-qualified Bachelor's candidates with significant related work experience (4-6 years) will also be considered.
- Preferably 2-3 years of relevant experience in research/program design and/or evaluation, including the design and execution of surveys, focus groups, and interviews
- Previous fieldwork experience, particularly in Pakistan.
- Strong STATA skills.
- 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.
- Demonstrated ability to manage various tasks effectively and coordinate between project members
- Comfortable communicating with key stakeholders in the public and private sectors.
- Fluent in English and Urdu and comfortable with Punjabi.
- Demonstrated ability to manage multiple tasks effectively, coordinate project members and propose solutions in a timely manner with minimal supervision.
- Strong written and oral communication and interpersonal skills.

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 or incomplete applications will not be considered. Only successful candidates will be contacted

Interested candidates should:

1. Fill out the [online form found here](#), marking “Nikkah Registrars/De facto Rights” as your first choice.
2. Send an email to careers@cerp.org.pk with the subject **“Research Team- De facto Rights.”** Please include your cover letter, CV, and academic transcripts.