

Job Announcement

Position Title: **Research Assistant**

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

Positing Date: **24 April 2018**

Start Date: **As Soon As Possible**

Minimum Commitment: **12 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 Research Assistant for a new project based in Lahore.

About CERP

[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

This project is conducting a rigorous evaluation of two initiatives being undertaken by the Government of Punjab to improve the wellbeing of and empower women.

a) Nikah Registrar Project

Punjab Commission on the Status of Women (PCSW) in conjunction with Local Government Punjab is carrying out the training of Nikkah Registrars in 21 districts of Punjab on the proper filling of nikahnamas and specifically informing them about the penalties involved in conducting underage marriages, denying a woman the delegated right to divorce etc. The training is on-going and will be completed in April 2018. This will be followed by data collection of nikahnamas at the UC level which will be used if in fact this training has had an impact on the wellbeing of women.

b) Inheritance Reform Project

The Government of Punjab introduced a reform in 2015 which put the burden on revenue officers to ensure that all heirs are present at an inheritance mutation. This initiative is being helped by the Punjab Land Regulatory Authority (PLRA) and their newly computerized system. PLRA has made administrative data available to the team and we are in the process of designing our surveying strategy.

The team of principal investigators for this study include Dr. Erica Field (Duke University), Dr. Kate Vyborny (Duke University) and Hana Zahir (Independent consultant).

Job Description and Responsibilities

Your primary responsibility will be towards the said 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. Intervention management***
 - i. Working with in-house teams and/or survey company to administer surveys and intervention roll outs
 - ii. Monitoring of trainings and field staff
 - iii. Monitoring of phone surveys
 - iv. Travel to various rural and urban parts of Punjab for monitoring and intervention design purposes
 - v. Oversee and monitor implementation of interventions for evaluations.
- b. Data management and analysis***
 - i. Drawing of samples for phone surveys
 - ii. Data merging and data cleaning
 - iii. Ensuring that data is entered efficiently and is of high quality
 - iv. Basic analysis of data
- c. Reporting:***
 - i. Weekly reporting to Principal Investigators
 - ii. Help in drafting reports and other updates to funding bodies
- d. Assist senior team members with activities including:***
 - i. Managing relationships with local partners
 - ii. Coordinating with the different government agencies involved
 - iii. Structuring and organizing project activities and documentation
- e. Other tasks as assigned by Project Coordinator or Principal Investigators***

Qualifications and Skills

- A Bachelor's degree in Economics, Public Policy, or a related discipline from an internationally recognized university.
- Prior experience of fieldwork management, and of conducting interviews, focus groups and surveys
- Ability to take a well-defined problem and come up with a response based on an independent analysis of the data.
 - Demonstrated working knowledge of STATA and willingness and ability to learn more at a fast pace. Knowledge of other statistical and programming software is appreciated but not required.
 - Demonstrated knowledge of data management of large datasets as well as data collection, quality checks of data, and presentation of data
- Strong interpersonal communication skills
 - Ability to communicate well and develop effective relationships with a wide range of stakeholders
 - Fluency in English, Urdu, and Punjabi; fluency in Saraiki is highly desirable but not mandatory.

- Demonstrated ability to work closely as part of a tight-knit team working on multiple projects
- Willingness to travel to urban and rural locations in Punjab as this job will involve travel specifically to South Punjab.
- A can-do attitude

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

The minimum salary for this position is PKR 40,000 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 Nikkah Registrars as your first choice
2. Send an email to careers@cerp.org.pk with the subject “**Research Team- Nikkah Registrars**”. Please include your cover letter and CV.