

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

POSITION: Project Manager- MIS

PROJECT: Women's Mobility Program

POSTING DATE: 24 April 2018

START DATE: As soon as possible

MINIMUM COMMITMENT: 6 months or till the end of the MIS development project

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

Program and Position Description

CERP's Women's Mobility Program is running an Employment Facilitation Hub (EFH), an initiative aiming to facilitate women's entry into the labor force through services that help them search for and apply to suitable jobs. The EFH is an initiative of the Punjab Commission on the Status of Women (PCSW).

The EFH aims to connect female jobseekers with employers in Lahore, providing a safe space for women to assist them in their search for jobs, as well as resources to enhance their skills to pursue suitable careers. On the jobseeker side, it will assist women in finding and applying for jobs, and will offer a range of support services such as counseling, trainings to enhancing skills, and mentoring from industry experts. On the employer side, it will assist firms in finding candidates who are well-suited for vacancies in their organization.

We want to develop a Management Information System (MIS) which will integrate and manage all the above-mentioned activities. This MIS will be used by the EFH's beneficiaries, beneficiaries of another job search facilitation service operated by the Program, the Program's partners, and the research team.

The Women's Mobility Program at CERP is recruiting an experienced professional to lead the development of the MIS. Candidates willing to work either full-time or part-time on this project are encouraged to apply. Leading the MIS development will involve working closely with the research team, Principal Investigators of the Women's Mobility team at CERP, Dr. Erica Field (Duke University) and Dr. Kate Vyborny (Duke University), as well as the PCSW. This is an excellent opportunity for a candidate that is looking to augment their project management experience of MIS development in the development sector.

Job Description

1. Lead the planning of the MIS development according to the needs of the program.
2. Assess the MIS development process' requirements including the relevant technical specifications, recruitment needs, budget, and timeline.
3. Recruit and coordinate any developers hired for the MIS development project.

4. Coordinate with the research teams within Women's Mobility, EFH, Principal Investigators, and PCSW during the planning, testing, and roll-out phases to ensure that the system works according to the project's requirements.
5. Develop and manage the database management system working at the back-end of the MIS as well as the front-end EFH web-based portal, in collaboration with the EFH Research team and PCSW.
6. Plan and arrange for a post-development maintenance and troubleshooting plan for the MIS.
7. Troubleshoot problems and errors in the MIS and the EFH website and portal and ensure smooth running of technical operations.
8. Develop and administer training on using the MIS targeted at both beneficiaries and research team members, the latter group having a larger scope of tasks that they would use the MIS for.
9. Manage the data from the online sign up forms to help create CVs for the EFH subscribers.
10. Report to the Program Manager about timelines and progress on development operations.

Job Requirements

- Graduate degree in Computer Science, IT or a related discipline from a recognized university.
- Proven track record of effective MIS development and management, or systems design, with at least three years of relevant work experience.
- Excellent coding, MIS management and critical thinking skills.
- Excellent ability to communicate with and understand the requirements of non-technical team members.

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: Minimum starting salary for a full-time Project Manager role at CERP is PKR 110,000 per month (all-inclusive). However, final salary figures will be commensurate with qualifications and experience.

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 Project Manager- MIS as the position you are applying to
2. Send an email to **BOTH** careers@cerp.org.pk and womens.mobility@cerp.org with the subject **“WMP- EFH”**. Please include your cover letter, CV, and transcripts.

Recruiting Process

1. Shortlisted candidates will be contacted for an in-person interview
2. There will be a written assessment, including the creation of both a development plan and budget.
3. Successful candidates will be called in for a secondary interview with the management and Dr. Kate Vyborny, based on the previously submitted assessment