

Job Announcement

Position Title: **Program Manager**

Project: **Punjab Economic Opportunities Program**

Qualifications: **PhD or 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: **1 year**

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 Program Manager for its Punjab Economic Opportunities Program (based in Lahore).

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 Punjab Economic Opportunities Program (PEOP), a bold poverty alleviation initiative initiated by the Government of Punjab and supported by DFID. The aim of the program is to increase incomes and economic stability for low income, poor and vulnerable people in four of the poorest districts in the Punjab Province.

CERP's participation in PEOP will ensure that program design is informed by rigorously collected and analyzed qualitative information. In this effort, CERP will conduct impact evaluations through randomized controlled trials and will measure the effectiveness of the program's interventions.

The Principal Investigators of the Program are [Dr. Asim Ijaz Khwaja](#) (Harvard Kennedy School), [Dr. Ali Cheema](#) (IDEAS), Dr. Farooq Naseer (LUMS), and [Dr. Jacob Shapiro](#) (Princeton University).

Job Description and Responsibilities

- Be responsible for overall project management and reporting and ensure that all operational functions are effectively implemented and well-coordinated and that project milestones are met.
- Manage a broad team of project leads, research assistants and field staff at CERP to facilitate project execution and ensure human resource needs across projects are met in a timely manner.

- Provide financial oversight of all projects, including monitoring project budgets and submitting required financial reporting in compliance with CERP's operational processes and systems.
- Liaise with primary and collaborating researchers to ensure successful project implementation in Pakistan, meeting all program deadlines.
- Build relationships and coordinate with a wide range of domestic and international project stakeholders involved in the implementation of the project, including departments in the Government of Punjab, such as the Education Department, multilateral organizations, as well as partners in the private and non-profit sectors.
- Organize and execute high level events and other strategic initiatives to disseminate education program findings.
- Represent the program in national and international fora.
- Relationship Management
 - i. Liaising with survey and field team about survey and intervention roll outs. This includes, but is not limited to;
 - 1. Discussing timelines of roll out
 - 2. Discussing and devising procedures to ensure a smooth roll out, and
 - 3. Training and monitoring of teams
 - ii. Working with local partners to ensure smooth roll out of interventions. This includes, but is not limited to
 - 1. Training of teams
 - 2. Monitoring compliance with protocols
 - 3. Timely escalation of problems, and
 - 4. Ensuring timely delivery of deliverables from both parties
- Project reporting and documentation
 - iii. Working with the research team to write concise and organized notes and discussion items for weekly updates or call agendas for project PIs.
 - iv. Establish and maintain clear communication with project PIs in order to keep them informed with intervention progress.
 - v. Maintain financial oversight of the PEOP project at CERP, including monitoring project budgets, submitting required financial reporting in compliance with CERP's operational processes and systems, supporting project fundraising, and liaising with the CERP CFO as necessary.
 - vi. Preparing and coordinating inputs for periodic technical progress reports for donors and stakeholders, including DFID and EPoD, in coordination and consultation with CERP's CFO.
- Survey design, piloting, training and monitoring
 - vii. Working with the CERP research team to manage the pilot of survey instruments to make sure they adequately collect required information.

- viii. Ensuring that the survey and field teams are trained in survey and field protocols and procedures for smooth roll out.
- ix. Ensuring the formation of a monitoring mechanism for survey and field teams to ensure adherence to set protocols and procedures.

Qualifications and Skills

- 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 5-6 years of relevant experience in research/program/project management for Master's.
- Demonstrated ability to motivate a team and build a collaborative environment.
- Strong written and oral communication and interpersonal skills, with ability to communicate with a wide variety of stakeholders in the government and private sectors, as well as academics, donors, and rural populations in Pakistan.
- Demonstrated ability to manage multiple tasks effectively, coordinate project members and propose solutions in a timely manner with minimal supervision.
- Experience working with donors and high-level counterparts in international organizations and government.
- Capacity to maintain an organized and structured work style in a fast-paced environment.
- Demonstrated ability to handle a cyclical workflow with reoccurring intense periods.
- Excellent attention to detail.
- Previous fieldwork experience, particularly in Pakistan.
- Comfortable with travel in North and Central Punjab.
- Fluent in English and Urdu.

Additional Qualifications

- Understanding of research project design and processes, experience with randomized controlled trials (RCTs).
- Proficiency in Punjabi
- Understanding of survey design and survey techniques.
- Previous experience in the education sector, in microfinance, or in management consulting.

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 140,000 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 Education as your first choice
2. Send an email to both careers@cerp.org.pk with the subject “**Research Team-PEOP Manager**”. Please include your cover letter, CV, and academic transcripts.