

## Job Announcement

Position Title: **Research Assistant**

Project: **Education**

Start Date: **As Soon As Possible**

Minimum Commitment: **12 months**

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

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The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Program Manager for its Education Program (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

The Education Project at CERP oversees implementation of its six-year DFID-funded Research on Improving Systems of Education (RISE) project in Pakistan. The project is a wide range of studies and activities examining the nature of frictions embedded in different parts of the Pakistani education system. The project will be managed in collaboration with a team from Evidence for Policy Design (EPoD) at Harvard Kennedy School, and a team of researchers based in the United States and Pakistan. EPoD is a research program that works to promote the use of analytical insights, drawn from economics and backed by rigorous evidence, to inform the design and implementation of public policies and programs around the world.

The team of principal investigators for this study in Pakistan includes Dr. Asim Khwaja (Harvard Kennedy School), Dr. Tahir Andarabi (Pomona College), and Dr. Jishnu Das (World Bank).

### 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:

- Managing all fieldwork related to the project(s), acting as a primary point of contact and making regular visits to the field as and when required.
- Developing relationships with project stakeholders and local partners.
- Deliver high-quality reports for project members, documenting all elements of field visits and adhering to relevant reporting protocols
- Conduct literature reviews, and other desk research for the project

- Conducting data collection, cleaning and basic analysis, as and when required
- Participating in all skills trainings as required by the Senior Research Associate, Program Manager, or Principal Investigator, demonstrating a willingness to learn on the job
- Assist the Program Manager with management of Program activities
- Other Duties: You may be assigned additional tasks on any CERP Projects or activities as deemed necessary by your reporting points, Program or CERP management, or the CERP Board.

### **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
  - Preferably 1-2 years of relevant experience in research/program design and/or evaluation, including the design and execution of surveys, focus groups, and interviews
- 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 written and verbal communication skills
  - Ability to communicate well and develop effective relationships with a wide range of stakeholders
  - Excellent critical thinking skills, and clear written/verbal communication style.
  - Fluency in English and Urdu; fluency in Punjabi is highly desirable
- 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
- 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 Education as your first choice
2. Send an email to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the subject **“Research Team-Education”**. Please include your cover letter and CV.