

Job Announcement

POSITION: Research Associate/Senior Research Assistant

PROJECT: Punjab Economic Opportunities Program (PEOP)

POSTING DATE: 6 June 2018

START DATE: As soon as possible

MINIMUM COMMITMENT: 12 months

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

Project and Position Description: CERP is seeking a Research Associate/Senior Research Assistant to support 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 ensures that program design is informed by rigorously collected and analyzed qualitative information. In this effort, CERP conducts impact evaluations through randomized controlled trials and measures the effectiveness of the program's interventions.

This position is specifically for the market linkage program under PEOP which aims to provide income generation and empowerment opportunities to skilled rural women in South Punjab by providing them access to markets.

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).

We hope that the successful candidate will start as soon as possible. This is a full-time position based at the CERP office in Lahore. 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. The ability to take on challenges is essential.

To find out more about PEOP, click [here](#).

Job Description

Your primary responsibility will include:

a. Intervention design and management

- i. Working with in-house teams and/or survey company to administer surveys and intervention roll outs
- ii. Work with the project team for the design and piloting of interventions through field visits, market research and data analysis.
- iii. Travel to various rural and urban parts of Punjab for monitoring and intervention design purposes
- iv. Oversee and monitor implementation of interventions for evaluation

b. Data management and analysis

- i. Managing data under the project. This includes organization of files and cleaning data for use in analysis.
- ii. Sampling for different surveys and evaluations.
- iii. Data analysis for academic and non-academic audiences

c. Reporting: Oversee report writing for donors and project partners

d. Assisting Program Manager with activities including:

- i. Managing relationships with local partners
- ii. Administering weekly project calls with local and international PIs
- iii. Structuring and organizing project activities and documentation
- iv. Planning project activities

e. Other tasks as assigned by Program Manager or Principal Investigators

Job Requirements

- A Master's degree in Economics, Public Policy, or a related discipline from an internationally recognized university or a Bachelor's degree in Economics, Public Policy or a related discipline with 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
- 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.
- Ability to work closely in a team on a large project with multiple evaluations.
- Ability to take a well-defined problem and come up with a response based on an independent analysis of the data.
- Familiarity with various research and evaluation design concerns.
- Willingness to travel to urban and rural locations in Punjab for fieldwork
- Demonstrated ability to manage various tasks effectively and coordinate between project members
- Demonstrated knowledge of data management of large datasets as well as data collection, quality checks of data, and presentation of data
- 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
- Fluent in English and Urdu

Salary: Minimum starting salary for an Associate role at CERP is PKR 80,000 per month and a Senior Assistant role PKR 55,000 (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](#),
2. Send an email to careers@cerp.org.pk with the subject **“Research Team- PEOP”**. 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 two assessments: written assignment and a Stata test
3. Successful candidates will be called in for a secondary interview with CERP and Program management
4. A final round interview will be conducted with Principal Investigators of the Program