

## Job Announcement

Position Title: **Program Manager**

Project: **Education**

Qualifications: **PhD or Master's degree in education, economics, business administration, public policy or a related discipline from an internationally recognized university**

Start Date: **As Soon As Possible**

Minimum Commitment: **2 years**

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

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 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

CERP is seeking a Lahore-based Program Manager to manage and provide oversight in the implementation of its long-term education program in Pakistan. The education program at CERP is a wide range of studies and activities examining the nature of frictions embedded in different parts of the Pakistani education system. The program is 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 Education Program Manager will assume primary responsibility for oversight of all education-related studies and activities at CERP to ensure the overall success of the project. The role entails overseeing the management and operations of the various studies, as well as serving as the main liaison between EPoD and CERP. The Program Manager will be expected to liaise with high level government officials and donors in the management and execution of the education program and represent the project team in national and international fora. The position may require up to 33% of time in the field.

The job may require you to:

- Oversee all activities and outputs of for the education program at CERP, working closely with CERP management and in conjunction with the Principal Investigators and Senior Program Manager in the US.
- 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.
- Complete other duties considered necessary.

### **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](mailto:careers@cerp.org.pk) and [zainab\\_siddiqui@hks.harvard.edu](mailto:zainab_siddiqui@hks.harvard.edu) with the subject **“Research Team- Education Program Manager”**. Please include your cover letter, CV, and academic transcripts.