

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

POSITION: Content Editor

PROJECT: Women's Mobility Project

START DATE: As soon as possible

MINIMUM COMMITMENT: 3 months

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

Project and Position Description

The Women's Mobility Project at CERP is looking to hire a Content Editor to support an academic research project hoping to investigate the socioeconomic impact of provision of high quality transport services in urban and peri-urban Lahore, including services restricted for only women's use. It uses a randomized controlled trial (RCT) methodology, and shall test for the differential impact of women's only restrictions on female mobility, labor force participation, and other indicators.

The project has set up an employment assistance service that aims to facilitate respondents in its sample by making CVs for them, to be shared with employers. Call centre agents collect data from respondents about their personal and professional profile. Content Editors will have the chance to use their command over the English language to transform information about respondents' qualifications and experiences into professional resumes and darkhaasts.

The Principal Investigators of the project are Dr. Erica Field (Duke University) and Dr. Kate Vyborny (Duke University).

CERP is recruiting a Content Editor to start as soon as possible. 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. Applicants will have the option to choose between a freelance assignment and a fixed contract

Job Description

You will be working primarily on the following tasks:

1. Edit content in pre-filled CVs and Darkhaasts to create a professional document
2. Understand the respondent's previous job and use professional business writing to articulate it in English
3. Translate and type Urdu to English and English to Urdu from the collected data as and when necessary
4. Identify and edit data entry errors made by call agents using audio recordings when necessary
5. Monitor the process of application sending to respondents by coordinating with the project support team at CERP

6. Field visits as required
7. Any other content editing work required by the project

Job Requirements

- Excellent English grammar and writing skills
- Exhaustive editing ability to capture mistakes in punctuation, formatting, spelling, and capitalization.
- Preferably 1-2 years of relevant experience in content writing
- Fluent in English and Urdu

How to apply:

Recent graduates are encouraged to apply. Students in their final or junior year who can commit to working full time for three days a week can also be considered for the position and should feel free to apply.

Interested candidates should fill this [online form](#) and send their *cover letter, CV, and transcripts* to careers@cerp.org.pk and womens.mobility@cerp.org.pk with the subject title “**Content Editor-Women’s Mobility**”.