

## Job Announcement

Position Title: **Data Analytics Assistant**

Qualifications: Bachelors in Economics, Computer Science, Social Sciences, Public Policy or equivalent

Minimum Commitment: 12 Months (24 Months is Preferable)

---

### Program Description

[CERP](#) is a non-profit policy research organization founded by renowned Pakistani academics in 2008 with the aim of catalyzing policy research in Pakistan. We do this by undertaking rigorous quantitative research and building capacity for evidence-based policy making.

CERP is currently piloting analytics ventures as part of its business development strategy to building new relationships, and enable organisations to become data-driven and to use data insights to make better decisions.

### Job Description

CERP is seeking a proactive self-starter who is a quick learner, willing to take on new challenges and loves working with data to fill the role of the Data Analytics Assistant. Under the supervision of the Training and Analytics Manager, the Data Analytics assistant will support pilot engagements and data analysis for new partners. This includes:

#### *Data Exploration and Management*

- Review and vet various data sets and information resources
- Clean and analyze data
- Support implementation of data collection procedures
- Conduct desk research

#### *Relationship management*

- Support business development and marketing for the unit
- Collaborate with external partners as required

#### *Others, as required*

### Qualifications and Skills

- Bachelors in Economics, Computer Sciences, Social Sciences, Public Policy, or equivalent
- 1-2 years of relevant work experience
- Demonstrated knowledge of STATA or other statistical software package and willingness to learn more at a fast pace

- Ability to work independently with self-directed effort
- Strong interpersonal skills
- Excellent written and oral communication skills
- Fluency in English and Urdu
- Willingness to travel within Pakistan

**Salary:** 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](#)
2. Send an email to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the subject **“CERP Training Team”**.  
Please include your cover letter, CV and transcripts