

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

POSITION: Field Coordinator

PROJECT: Tax Unit

START DATE: As soon as possible

MINIMUM COMMITMENT: 6-12 months

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

CERP is recruiting a Field Coordinator for the Tax Unit. This is a full-time position based at the CERP office in Lahore and will require significant field work in urban areas of Punjab. The field coordinator will contribute to data collection and field work. Further, this position involves as well as communication and coordination with Excise and Taxation, Local Government and TMA authorities.

Project and Position Description

The Tax Unit comprises a suite of taxation-related research projects. These include the Merit-Based Posting & Transfer (MBPT) Scheme, the Social Compact project, Tax & Political Connections project and the Customs Risk Management project.

The Merit-Based Posting and Transfer (MBPT) scheme is a Randomized Controlled Trial (RCT) which aims to improve revenue-generation and expansion of the tax base in Punjab through the provision of performance-based, non-monetary, transfer & posting-related incentives to inspectors in the property tax levy of the Excise & Taxation department of the Punjab government. Current activity on this project includes data collection, data cleaning and higher-level analysis. The MBPT scheme is in its final phase.

The Social Compact project aims to localize the spending of taxes collected from the neighborhood level. Currently in its pilot stage, the project is being rolled out in Gojra district and select areas of Lahore. The tax unit is working closely with the E&T department, local TMAs and the Finance Department for the implementation of this project. This RCT intends to increase tax spending on services preferred by local communities and to test its impact on taxpaying behavior through building taxpayer confidence and the credibility of the tax collection authority. At this point, the aim of the pilot is to refine the design of the RCT for broader rollout next year.

The Tax and Political Connections project is an observational study which aims to analyze the causal impact of political connectedness on a variety of tax outcomes, including (1) overall tax payment; (2) use of “grey area” tax exemptions and deductions; and (3) benefit from special tax provisions and waivers. The project intends to utilize a diverse set of data sources to link politicians to taxpayers. The project therefore, will test the magnitude and channels for the impact of political connectedness on taxpaying behavior.

The Customs Risk Management project aims to help the customs service to manage risks leading to revenue losses in the customs system. The project will do this in multiple ways, in close collaboration with officials of the Federal Board of Revenue (FBR) Pakistan. First, the Tax Unit will work on improving the parameters and weightings given to characteristics of declarations to determine the degree of scrutiny FBR subjects them to. Second, the Tax Unit will conduct a Randomized Control Trial (RCT) to design, implement, and evaluate 2 policies that attempt to reduce the risk of collusion between taxpayers (importers & exporters) and customs officials to under-declare tax liabilities.

The Principle Investigators of the project are Dr. Asim Ijaz Khwaja (Harvard Kennedy School), Dr. Adnan Khan (LSE, IGC), Professor Ben Olken (MIT/J-PAL), Dr. Monica Singhal (Harvard) and Dr. Michael Best (Stanford University).

Job Description

Your primary responsibility will be towards the Social Compact component of the Tax Unit. However, you may be asked to assist on other tasks/projects at CERP in consultation with your reporting supervisor(s). Your tasks will include:

- a) Piloting surveys and gathering information in-field for enumerator training and understanding survey requirements
- b) Providing assistance to the Tax staff (Inspector, Constable or Clerk) and logging details in the SurveyCTO form designed by the CERP team.
- c) Working towards completion spot-checking and back-checking surveys within time specified by managing team.
- d) Provide weekly reports to the CERP Research Team based on the issues faced in the field.
- e) Expected to follow all protocol procedures laid out by supervisors to the strictest extent.
- f) Completing log sheets with accurate notations of any issues or additional information.
- g) Other duties as assigned by the Project Coordinator or Principal Investigators

Job Requirements

- Bachelors or Master's degree in Economics, Public Policy, Social Sciences, Management or any other relevant qualification
- One year of work experience is preferable but not compulsory
- Excellent interpersonal skills and good manners
- Comfortable in communicating with key stakeholders in public, private and non-profit sectors
- Ability to work closely in a small team and take direction.
- Ability to take a well-defined problem and come up with a response based on an independent analysis of the data.
- Willingness to travel within urban areas for fieldwork with own transportation (motorcycle).
- Fluent in English and Urdu and comfortable with Punjabi.

How to apply:

Interested candidates should send their *cover letter and CV* to careers@cerp.org.pk with the subject title "**Field Coordinator- Tax**". Incomplete applications will not be considered.