

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

POSITION: Program Officer

PROJECT: Women's Mobility Program

START DATE: As soon as possible

MINIMUM COMMITMENT: 12 months

LOCATION: 19-A FCC, Syed Maratib Ali Road, Gulberg IV, 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 and Position Description

CERP is seeking a Program Officer for the Women's Mobility Program that is studying the socioeconomic impact of provision of high quality transport services and job search facilitation services in urban and peri-urban Lahore. 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. As part of this program, an employment assistance service called Job Talash has been set up, which aims to assist jobseekers in finding suitable job opportunities, and for employers to find suitable candidates for job openings.

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

The successful candidate will join the team 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 willing to learn new things in order to get the job done. The ability to take on challenges is essential.

Job Description

1. Compiling CVs in Urdu from information collected during telephonic survey
2. Translating English to Urdu and Urdu to English to create CVs and other project documents like surveys
3. Data entry for job ads using online resources

4. Conducting quality checks using quality assurance rubrics by listening to audio recordings of telephonic surveys
5. Filling online survey forms to update respondent information in database
6. Maintaining detailed tracking sheets and managing data folders
7. Fielding calls, answering respondent queries and redirecting calls as needed
8. Field visits when required

Requirements

Education: A college degree i.e. BA/BSc/BSc Hons/MA/MSc/MPhil

Experience: Experience in using computer and android devices is required. Previous experience in data entry is preferred.

Skills:

- Prior experience working in secretarial, managerial job which required interaction with people and office management
- Excellent interpersonal skills
- Fluency in English and Urdu
- Proficiency in written English
- Proficient in MS Office
- Observant, capable of concentrating for long periods of time
- Self-motivated with strong work ethics and the ability to work as part of a team

Salary: Minimum starting salary for a full-time Program Officer role at CERP is PKR 20,000 per month (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](#), marking Project Support Officer as the position you are applying to
2. Send an email to **BOTH** careers@cerp.org.pk and womens.mobility@cerp.org.pk with the subject **“WMP-PSO”**. Please include your cover letter, CV, and transcripts.