

Center for Economic Research in Pakistan (CERP)

Job Announcement

POSITION TITLE: Junior Research Associate/Research Associate (Firms Survey) – Women’s Mobility Project

START DATE: As soon as possible

LOCATION: Lahore

TRAVEL REQUIRED: Within and Around Lahore

POSITION TYPE: Full Time, Contract-based

CONTRACT DURATION: 6 months, with possible extension

CERP Description

The Center for Economic Research in Pakistan (CERP) is a non-profit research organization based in Lahore with the strategic objective of informing policy and practice by filling socioeconomic research gaps in Pakistan using rigorous economic research tools.

Project Description

The Women’s Mobility Project at CERP is 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, hiring practices of employers, and other indicators. The Principal Investigators of the project are Erica Field (Duke University) and Kate Vyborny (Duke University).

The project team plans to carry-out the baseline survey of employers/firms that will be followed by a potentially year-long intervention, i.e. providing transportation service to female employees, followed by an endline survey. In addition to these activities, periodic feedback from the sample of respondents will be recorded and analyzed during the intervention.

Job Description and Requirements

The Junior Research Associate/Research Associate would be primarily responsible for designing, coordinating, and supervising the operational aspects of the survey of employers/firms. In particular, s(he) will be in charge of managing teams of enumerators for conducting extensive baseline and endline surveys. (S)he would also be responsible for immediately reporting any irregularities or violations directly to the Senior Research Associate or Project Coordinator.

Responsibilities of the Junior Research Associate/Research Associate include, but are not limited to:

- Assist the Senior Research Associate with the design of the firms survey instrument and the survey methodology
- Assist in development of sampling frame for a survey of firms interested in recruiting women in both treatment and control areas of the RCT
- Lead the pilot and the subsequent roll-out of the survey.
- Interact with stakeholders, such as vendors, recruiting firms, HR forums, potential respondents to the survey, employers, etc. to ensure seamless operations of the firms survey.
- Supervise the recruitment, training, and monitoring of enumerators and monitors for the firms survey
- Design and implement monitoring mechanisms to ensure collection of quality survey data
- Supervise all administrative and coordination tasks between project team at CERP and the enumerators working on the firms survey
- Remain accessible and respond to issues that may arise during survey operations, including but not limited to enumerators' complaints
- Periodically compile detailed reports of survey activities, quality checks, problems faced, and remedial measures taken. These reports will be shared with the project team and the principal investigators of the project
- Design and implement the incentive system for firms to encourage them to participate in the firm survey

Qualifications and Skills:

- Minimum Masters's degree in human resource management, management, public policy, economics or a related discipline from a recognized university.
- Relevant experience of at least 1 year of working with the development/research industry.
- Experience of working in a human resource department is preferred
- Experience of managing a team is preferred
- Experience of managing a field survey is preferred
- Ability to take a well-defined problem and come up with a response based on an independent analysis
- Willingness to travel within and around Lahore
- Demonstrated ability to manage various tasks effectively and work under tight deadlines.
- Prior experience with GeoODK or other online survey tools is preferred
- Working knowledge of STATA is preferred.
- Fluent in English and Urdu.

How to apply:

Interested candidates should send their *CV* and *contact information of 3 professional references* to careers@cerp.org.pk with the subject title '**Women's Mobility Junior Research Associate/Research Associate**' or in person or by mail to: HR Department, Center for Economic Research in Pakistan (CERP), Women's Mobility Project: 19-A, FCC, Gulberg IV, Lahore.