

Job Announcement

Position Title: **Training Manager**

Program: **CERP Training and Capacity Building**

Qualifications: Master's in Economics, Social Sciences, Public Policy, Public Administration, Business Administration, Education Management, or equivalent

Start Date: As Soon as Possible

Minimum Commitment: 12 Months (24 Months is Preferable)

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

Program Description

The Center for Economic Research in Pakistan ([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. Engaging with and building the knowledge, skills, and capacity of the actors who help shape policy is vital to promoting the long-term sustainability of CERP's mission. These actors include public sector policymakers, such as civil servants and politicians, private sector and civil society players, and local researchers.

Position Description

The Training and Capacity-Building program at CERP seeks to develop a knowledgeable workforce capable of deploying a variety of strategic and technical skills that will inform policy decisions. CERP is currently seeking a Training Manager to lead the training unit and oversee all of CERP's training and capacity building programs. The successful candidate will gain the opportunity to shape the way that capacity-building is conducted in Pakistan. Thanks to key partnerships, CERP's trainings have a wide reach - at the current rate of trainings, all mid-career civil servants in Pakistan will have received training under one of CERP's programs within the next 5 years.

The Training Manager will oversee all aspects of training and capacity building activities at CERP. Your major tasks will include creating CERP's training strategy, managing business development for training activities, conducting marketing and outreach, developing and managing the training unit's budget, and overseeing training team personnel at all stages of training activities. You will oversee all training activities and outputs, working closely with internal and external partners, including Evidence for Policy Design (EPoD) at Harvard Kennedy School, JPAL, IPA, and others

A successful candidate will be well-organized, able to prioritize and manage multiple assignments simultaneously, and have excellent attention to detail. The position requires strong interpersonal skills, with a high level of comfort in building relationships with key stakeholders in the public and private sectors. The position also requires an ability to work independently with self-directed effort.

Qualifications and Skills

- Master's/Bachelors in Economics, Social Sciences, Public Policy, Public Administration, Business Administration, Education, or equivalent
- 3-5 years of relevant work experience
- Prior leadership experience and proven ability to manage a team
- Strong interest in public policy, economic development research and effective pedagogy
- Strong interpersonal communication skills, with high level of comfort in building relationships with key stakeholders in the public and private sectors

- Excellent written communication ability
- Excellent oral presentation skills
- Strong proficiency in Microsoft Office tools, including Word, Excel and PowerPoint
- Fluency in English and Urdu
- Willingness to travel within Pakistan
- Prior experience in capacity building or teaching strongly preferred

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 with the subject **“CERP Training Manager”**. Please include your cover letter, CV, transcripts, and three professional or academic references.