

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

POSITION: Office Assistant

PROJECT: Women's Mobility Project

START DATE: As soon as possible

MINIMUM COMMITMENT: 12 months

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

Project and Position Description

The Employment Facilitation Hub (EFH) is an initiative aiming to facilitate women's entry into the labor force through services that help them search for and apply to suitable jobs. The EFH is an initiative of the Punjab Commission on the Status of Women (PCSW), which will be set up and run by the Women's Mobility Project at CERP.

The EFH is an employment assistance service that is being set up this year for the purposes of the Women's Mobility Project at CERP. The EFH will aim to connect female job seekers with employers in Lahore. On the jobseeker side, it will assist women in finding jobs, applying for jobs, and will offer a range of support services such as trainings related to enhancing interview skills and anti-sexual harassment, assistance in writing job applications, co-working spaces, and mentoring from industry experts. On the employer side, it will assist firms in finding candidates who are well-suited for job openings at their organization. The EFH will provide a safe space for women to assist them in their search for jobs, as well as resources to enhance their skills to pursue suitable careers.

This is a full-time position that will involve working closely with the Principal Investigators of the Women's Mobility team at CERP, Dr. Erica Field (Duke University) and Dr. Kate Vyborny (Duke University), as well as with the higher management at the PCSW. This is an excellent opportunity for a candidate that is looking to augment their project management experience within the development sector.

Job Description

1. Receive calls and manage the call data for the EFH helpline number.
2. Manage the reception area at the EFH and supervise usage of the co-working space. This will include assisting subscribers use some of the facilities in the co-working space (computers, printers etc.).
3. Report to the relevant Research Assistant and schedule meetings between subscribers and Training and Career Counseling Officers.
4. Manage the schedule at the EFH (meetings, trainings, co-working space usage, etc.).
5. Manage and supervise the support staff at the EFH. This will include assigning tasks to the support staff and maintain a record of the EFH inventory.
6. Compile regular call data reports for relevant EFH Research Assistants.
7. Compile regular feedback and progress reports for relevant EFH Research Assistants.

Job Requirements

- F.A/FSc Degree from an accredited college in Pakistan.
- 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

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 excellent work with little supervision, and are not afraid to learn new things in order to get the job done.

Salary: Minimum starting salary for an Office Assistant role at CERP is PKR 20,000 per month (all-inclusive).

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 Training and Career Counselor as the position you are applying to
2. Send an email to **BOTH** careers@cerp.org.pk and womens.mobility@cerp.org with the subject **“WMP- EFH”**. Please include your cover letter, CV, and transcripts.