

Job Announcement

Position Title: **Program Support Officer**

Project: **Education**

Qualifications: **Bachelor's degree in Education, Economics, Business, Computer Sciences or equivalent**

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 Description

The Education Project at CERP oversees implementation of its six-year DFID-funded Research on Improving Systems of Education (RISE) project in Pakistan. The project is a wide range of studies and activities examining the nature of frictions embedded in different parts of the Pakistani education system. The project will be managed in collaboration with a team from Evidence for Policy Design (EPoD) at Harvard Kennedy School, and a team of researchers based in the United States and Pakistan. EPoD is a research program that works to promote the use of analytical insights, drawn from economics and backed by rigorous evidence, to inform the design and implementation of public policies and programs around the world.

The team of principal investigators for this study in Pakistan includes Dr. Asim Khwaja (Harvard Kennedy School), Dr. Tahir Andarabi (Pomona College), and Dr. Jishnu Das World Bank).

Job Description and Responsibilities

The Education team at CERP is currently in the process of developing and testing online and offline education platform applications and products. The project support officer is expected to work with the research team, along with sample schools and other partners, to conduct market research and surveys and support the design, iteration and deployment of products. The project support officer will test products with partners in selected areas to analyze their feasibility and potential scale-up. The project support officer will oversee subsequent iterations of products after soliciting feedback from partner schools and communicating their needs to the technology development partner. The project support officer will also support survey design and survey administration in the field to understand the behavior and preferences of the study sample.

Your primary responsibility will be towards the said Project. 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. Survey Design and Market Research

- i. Working with in-house teams and/or survey company to identify survey sample within Punjab
- ii. Designing and administering survey to study the private tuition market
- iii. Conduct interviews, focus groups and other market research

b. Product Development

- i. Oversee development of school MIS, in line with the project scope
- ii. Field visits to schools and school owners to understand their needs
- iii. Communicate user needs and feedback to product development team
- iv. Collaborate with product development team on product iteration

c. Project Management

- i. Oversee the progress of the project in line with the aims, including looking for new partners as per changes in scope, building collaborations and liaising with the product development team
- ii. Report and communicate progress and findings to team and PIs as relevant

d. Assist Education Financing Research Associate with activities including:

- i. Managing relationships with local partners
- ii. Administering surveys
- iii. Structuring and organizing project activities and documentation
- iv. Planning project activities
- v. Others as required

e. Other tasks as assigned by Education Financing Research Associate, Project Manager or Principal Investigators as required

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 not afraid to learn new things in order to get the job done. The ability to take on challenges is essential.

Qualifications and Skills

- A Bachelor's degree in economics, business, computer science or a related discipline
- At least 1 year of relevant of experience
- Excellent communication and interpersonal skills, able to work with a diverse set of partners
- Ability to work independently with minimal guidance, yet able to incorporate feedback from other project partners and stakeholders
- Willingness to spend 75% of their time in the field in Punjab
- Familiarity with the business landscape in Pakistan, and the relevant stakeholders
- Fluency in English and Urdu

Preferred qualifications

- Experience in the education sector in Pakistan, particularly school management
- Entrepreneurial background, or prior experience in setting up new business ventures
- Prior experience with fieldwork, including designing and administering surveys and conducting focus groups

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. Send an email to education.program@cerp.org.pk with the subject “**Program Support Officer**”. Please include your cover letter, CV, transcripts, and three professional or academic references.