

## Job Announcement

Position Title: **Research Associate**

Project: **Education**

Qualifications: **Master's degree in Education, Economics, Social Sciences, Public Policy, Public Administration 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

The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Associate for its Education Program (based in 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**

Your primary responsibility will be towards the Education Program and you will be required to work individually and as part of a team to undertake administration of empirical field research for more than one project at a time. Some of your tasks may include:

- Stakeholder Management
  - Manage relations with large private school chain to ensure research implementation plans (randomisation protocols etc) are followed
  - Coordinate with various education support service providers and project stakeholders
  - Represent the projects at meetings with policymakers and partners, referring them to

the PIs for further correspondence if needed.

- Coordinate with partner survey firm to ensure data quality
- Managing and troubleshooting any immediate concerns of project stakeholders
- Finding and Collaborating with various educational support service providers
- Forging and maintaining relations with ESS partners
- Project Management
  - Monitor and supervise all project activities, including administrative and operational functions, to ensure that all timelines are met and protocols are effectively implemented
  - Manage reporting and documentation for the PIs
- Research Implementation
  - Management of field logistics and event planning for “melas” (ESS fairs)
  - Training and managing a team of enumerators in the field and/or managing relations with partner survey firm in survey implementation and with stakeholders in other activities as required.
  - Assistance in product development
  - Implementation and monitoring of interventions
  - Travel to urban and rural areas in Punjab for field operations
  - Supporting other parts of the Education Financing project as needed in the field.
- Data Analysis
  - Ensuring quality of collected data while reporting and solving issues as needed.
  - Monitoring data management and complying with data management protocols.
- Other duties considered necessary.

### **Qualifications and Skills**

- Master’s degree in Education, Economics, Social Sciences, Public Policy, Sociology, or a related discipline from a local or internationally-recognized university
- Minimum of 2 years of relevant experience in research/program management
- Strong interpersonal communication skills, with an ability to communicate well and develop effective relationships with a wide range of stakeholders
- Ability to work closely as part of a tight-knit team working on multiple projects
- Demonstrated ability to manage various tasks effectively and coordinate across projects
- Comfortable communicating with key stakeholders in the public and private sectors, as well as with a wide range of rural populations in Pakistan
- Prior experience of fieldwork management, conducting interviews, focus groups and surveys
- Willingness to travel to urban and rural locations in Punjab
- Demonstrated ability to handle a cyclical workflow with recurring intensive periods.
- Fluency in English and Urdu; fluency in Punjabi is highly desirable.
- A can-do attitude

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:** 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](#), marking Education as your first choice
2. Send an email to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the subject **“Research Team”**. Please include your cover letter, CV, transcripts, and three professional or academic references.