

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

**POSITION: Technical Associate**

**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.

CERP is recruiting an experienced professional to lead the main components of the EFH, such as assistance in writing job applications, advice on applying to jobs, setting up and running a co-working space for women, developing the EFH MIS, trainings for job seekers and employers, and mentoring services for female applicants. 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. Develop and manage the EFH website in collaboration with the EFH Research team and PCSW.
2. Manage the data from the online sign up forms to help create CVs for the EFH subscribers.
3. Develop and manage a job portal on the EFH website in collaboration with the EFH Research team and PCSW.
4. Manage and track the data collected through the EFH website so that it can be used by the EFH Research Team for analysis.

5. Troubleshoot problems and errors with the EFH website and portal and ensure smooth running of technical operations.
6. Train the relevant EFH Research staff on how to use the various tools and functions of the EFH website for frequent data retrieval.
7. Report to the Senior Research Associate managing the EFH about timelines and progress on technical operations.

## Job Requirements

- Graduate degree in Computer Science, IT or a related discipline from a recognized university.
- Proven track record of effective MIS development and/or management with at least two years of relevant work experience.
- Excellent coding, MIS management and critical thinking skills.

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 a Technical Associate role at CERP is PKR 70,000 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](mailto:careers@cerp.org.pk) and [womens.mobility@cerp.org](mailto:womens.mobility@cerp.org) with the subject **“WMP- EFH”**. Please include your cover letter, CV, and transcripts.