

## Job Announcement

Position Title: **Training Assistant/Associate**

Program: **CERP Training Portfolio**

Qualifications: Masters in Economics, Social Sciences, Public Policy, Public Administration, Business Administration, Education Management, or equivalent

Minimum Commitment: 12 Months

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### 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.

### Job 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. Your primary responsibility will be towards training and capacity building activities at CERP, including large-scale training initiatives. Under the supervision of the Training and Analytics Manager, the Training Assistant/Associate will support relationship development and management with training partners and lead logistics for CERP's training engagements. Responsibilities will include:

#### *Relationship development and management*

- Support business development and marketing efforts
  - Identify and develop new business with both existing clients as well as new prospects
  - Engage in client visits
  - Assist in developing content for marketing pieces such as flyers and web pages, particularly through provision of information about new courses
  - Participate in promotional and outreach events such as research forums and introductory sessions
- Maintain relationships with clients as a trusted and reliable training partner
- Collaborate with peers across teams and geographies to share knowledge, support quality execution, contribute to design and solve problems working to develop capabilities across the development community
- Market and outreach training activities

#### *Logistics*

- Lead delivery for all training courses and ensure logistical needs for events are met

- Create training schedule for both internal and external clients
- Provide input into budget for training events
- Communicate logistical needs, including classroom setup, electronic equipment, and other training material to appropriate internal and external partners

*Other duties as assigned*

**Qualifications and Skills**

- Bachelors (Assistant position) or Masters (Associate position) in Economics, Social Sciences, Public Policy, Business Administration, Education, or equivalent
- 1-3 years of relevant work experience
- Strong interpersonal communication skills, with high level of comfort in building relationships with key stakeholders in the public and private sectors
- Demonstrated ability to manage logistics and execute and deliver events
- Excellent written communication ability
- Excellent oral presentation skills
- Strong proficiency in Microsoft Office tools, including Word, Excel and PowerPoint
- Fluency in English and Urdu
- Prior experience in capacity building or teaching strongly preferred
- Strong interest in public policy, economic development research and effective pedagogy preferred
- Willingness to travel within Pakistan

**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](mailto:careers@cerp.org.pk) with the subject “**CERP Training Team**”. Please include your cover letter, CV and transcripts