

Job Announcement

Position Title: **Training and Capacity-Building Associate**

Program: **CERP Training and Capacity Building**

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

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.

Position 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. CERP is currently seeking a Training Associate to lead the development and delivery of training activities. The successful candidate will gain the opportunity to shape the way that capacity-building is conducted in Pakistan. Thanks to key partnerships, CERP's trainings have a wide reach - at the current rate of trainings, all mid-career civil servants in Pakistan will have received training under one of CERP's programs within the next 5 years.

The Training Associate will make significant contributions to training and capacity building activities at CERP. Your major tasks will include leading training content development, leading course delivery, and managing relationships with training clients and other stakeholders. At the stage of training scoping, you will work with internal and external partners, including Evidence for Policy Design (EPoD) at Harvard Kennedy School, JPAL, IPA, and others to develop course offerings. You will have opportunities to draft and contribute to course content, working with faculty and internal and external partners leads to finalize materials. You will be responsible for leading course delivery, including leading on individual training sessions, and will provide oversight for logistics during training deployments.

A successful candidate will be well-organized, able to prioritize and manage multiple assignments simultaneously, and have excellent attention to detail. The position requires strong interpersonal skills, with a high level of comfort in building relationships with key stakeholders in the public and private sectors. The position also requires an ability to work independently with self-directed effort.

Qualifications and Skills

- Master's/Bachelors in Economics, Social Sciences, Public Policy, Public Administration, 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
- Excellent written communication ability
- Excellent oral presentation skills
- Strong proficiency in Microsoft Office tools, including Word, Excel and PowerPoint
- Fluency in English and Urdu
- Willingness to travel within Pakistan
- Prior experience in capacity building or teaching strongly preferred
- Strong interest in public policy, economic development research and effective pedagogy preferred

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 with the subject “**CERP Training Team**”. Please include your cover letter, CV and transcripts