

## Job Announcement

Position Title: **Research Assistant**

Project: **Education**

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

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The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Research Assistant 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:

- Managing all fieldwork related to the project(s) assigned in both urban and rural Punjab, acting as a primary point of contact and making regular visits to the field
- Developing relationships with project stakeholders and local partners

- Deliver high-quality field reports for project members, documenting all elements of field visits and adhering to relevant reporting protocols
- Conducting data collection, cleaning and basic analysis, as and when required
- Participating in all skills trainings as required by the Program Manager, Principal Investigators or CERP, demonstrating a willingness to learn on the job
- Assist the Program Manager with management of Program activities
- Other duties considered necessary.

### **Qualifications and Skills**

- Bachelor's degree in Economics, Social Sciences, Public Policy, Education, Sociology, or a related discipline from a local or internationally-recognized university
- Working knowledge of STATA
- Strong interpersonal communication skills, with an ability to communicate well and develop effective relationships with a wide range of rural and urban populations in Punjab
- 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
- Prior experience of fieldwork management, and of conducting interviews, focus groups and surveys
- Willingness to travel very regularly to urban and rural locations in Punjab for fieldwork
- 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 [jobs@cerp.org.pk](mailto:jobs@cerp.org.pk) with the subject **“Research Team”**. Please include your cover letter, CV, transcripts, and three professional or academic references.