

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

**POSITION: Project Coordinator**

**PROJECT: State Authority Project**

**START DATE: As soon as possible**

**MINIMUM COMMITMENT: 12 months**

**LOCATION: 19-A FCC, Syed Maratib Ali Road, Gulberg IV, Lahore**

CERP is recruiting a Project Coordinator for the Governance project. This is a full-time position as a Project Coordinator for Trust in State Authority and Non-State Actors (SAP) based at the CERP office in Lahore. The position is based in Lahore and may require travel to other locations for fieldwork.

**Program Overview**

The ability of the state to maintain trust with its citizens is a challenge in emerging economies. The proposed study examines how perceptions of relative state effectiveness determine a citizen's engagement with state and non-state actors. It does so by introducing a range of "exposure treatments" to individuals in Pakistan, a country that offers an excellent study context. The treatments vary from information provision about positive state and non-state initiatives to facilitated access to state initiatives. The study tests whether these interventions change a citizen's beliefs and attitudes towards state and non-state actors and whether this in turn impacts the citizens' engagement with each actor. These ideas raise the possibility of a two-way feedback between the effectiveness of the state and citizens' attitudes towards it.

**Job Description**

- I. Key Tasks and Responsibilities
  - a) Survey & intervention design, piloting, training and monitoring
    - i. Consulting other studies and literature in designing and creating data collection and survey instruments to be used as baseline, midline or endline of interventions; or for the purpose of design of interventions.
    - ii. Designing appropriate interventions and testing them in the field, as required.
    - iii. Piloting survey instruments to make sure they adequately collect required information.
    - iv. Extracting data and information required by field teams to conduct surveys and field visits.
    - v. Training survey and field team in survey and field protocols and procedures for smooth roll out.
    - vi. Monitoring survey and field teams to ensure adherence to set protocols and procedures.
    - vii. Travel to different districts of Punjab for enumerator trainings, and/or survey piloting or supervision, and information gathering.
  - b) Relationship Management
    - i. Liaising with survey and field team about survey roll outs. This includes, but is not limited to;
      - i. Discussing timelines of roll out
      - ii. Discussing and devising procedures to ensure a smooth roll out, and
      - iii. Training and monitoring of teams
    - ii. Managing relations with donors, providing annual/quarterly reports as required.

- iii. Coordinating IRB documents with IRB liaison and ensuring annual updates, and amendments are submitted in a timely manner
  - iv. Liaising with domestic and international Principal Investigators on a regular basis, through emails, project calls and meetings.
  - v. Building and managing relationships with collaborating/implementing partners from local government, civil society, and judiciary.
- c) Data management and analysis
- i. Working with survey team to ensure timely delivery of correctly entered data. This might also require meetings with data entry personnel in the survey team to work through and explain correct format in which data should be entered.
  - ii. Working with PIs on analysis for informing design of interventions, discussion items on project calls, for presentations to academic or non-academic audiences, or for academic papers.
  - iii. Overseeing data cleaning and analysis work done by the Research Associate(s) and Field Coordinator on the project.
- d) Project reporting and documentation
- i. Establish and maintain clear communication with project PIs to keep them informed with project progress.
  - ii. Establish and maintain clear communication with donors to keep them abreast of project activities.
- e) Overall monitoring and supervision
- iii. Monitoring and supervision of all project activities to ensuring that all timelines and protocols are followed as planned.
  - iv. Delegating work to the project Research Associate(s), and overseeing it to ensure quality.
- f) Any other duty or task that arises with the evolution of the project.

## **Job Requirements**

- PhD or Master's degree in business administration, economics, public policy, or a related discipline from an internationally recognized university.
- Minimum of 2 years of relevant experience for PhD and a minimum of 5-6 years of relevant experience in research/program/project management for Master's.
- Preferably 1-2 years of relevant experience in research/program design and/or evaluation, including the design and execution of surveys, focus groups, and interviews
- Ability to work closely in a small team and take direction.
- Ability to take a well-defined problem and come up with a response based on an independent analysis of the data.
- Strong STATA skills.
- Familiarity with various research and evaluation design concerns.
- Willingness to travel to urban and rural locations in Punjab for fieldwork.
- Demonstrated ability to manage various tasks effectively and coordinate between project members
- Comfortable communicating with key stakeholders in the public and private sectors as well as with a wide range of urban and rural populations in Pakistan.
- Fluent in English and Urdu and comfortable with Punjabi.
- Willing to take on added responsibility as the project progresses.

**How to apply:**

Interested candidates should fill this [online form](#) and send their *cover letter, CV, and university transcripts* to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the subject title “**Research Team- Governance**”. Incomplete applications will not be considered.