

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

**POSITION: Research Assistant**

**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 a Research Assistant for the EFH. 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**

You will be working primarily on the following tasks:

1. Secondary data collection and management, and archival research
2. Coordinating between the research team and partners and supervising the Training and Career Counseling Officers at the EFH.
3. Development of Marketing Plan and Communications Strategy for the EFH.
4. Making and editing the EFH website content as well as the college outreach material.
5. Outreach to placement offices in colleges and universities across Lahore to advertise EFH services.

6. Responsible for organizing the college level sign up events and coordinating with the placement offices.
7. Outreach to companies for to post their job openings on the EFH portal.
8. Organizing job fairs that connect employers with target group.
9. Monitoring and spot checks at the EFH which involves working closely with Training and Career Counseling Officers and devising quality assurance metrics.
10. Reporting to the EFH Associates and assisting them in developing Training and Skills Testing Material.
11. Conducting field work related to the EFH.

## Job Requirements

- Bachelor's degree in Economics, Public Policy, Communications or a related discipline from an internationally recognized university.
- 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
- Demonstrated knowledge of data management of large datasets as well as data collection, quality checks of data, and presentation of data
- Demonstrated working knowledge of STATA and willingness and ability to learn more at a fast pace. Knowledge of other statistical and programming software is appreciated but not required.
- Ability to manage of fieldwork related to the project in both urban and peri-urban areas, including field visits
- Fluent in English and Urdu

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 Research Assistant role at CERP is PKR 45,000 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 Research Assistant 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.pk](mailto:womens.mobility@cerp.org.pk) with the subject **“WMP- EFH”**. Please include your cover letter, CV, and transcripts.