CERP | Center for Economic Research in Pakistan

Center for Economic Research in Pakistan (CERP)
Job Announcement

POSITION: **Research Assistant**

PROJECT: **Punjab Economic Opportunities Program (PEOP)**

START DATE: **As soon as possible**

MINIMUM COMMITMENT**: 12 months**

POSTING DATE**: 11 December 2018**

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

Project and Position Description

CERP is seeking a Research Assistant to support the Punjab Economic Opportunities Program (PEOP), a bold poverty alleviation initiative initiated by the Government of Punjab and supported by DFID. The aim of the program is to increase incomes and economic stability for low income, poor and vulnerable people in four of the poorest districts in the Punjab Province.

CERP's participation in PEOP will ensure that program design is informed by rigorously collected and analyzed qualitative information. In this effort, CERP will conduct impact evaluations through randomized controlled trials and will measure the effectiveness of the program's interventions.

The Principle Investigators of the project will be Dr. Asim Ijaz Khwaja (Harvard Kennedy School), Dr. Ali Cheema (IDEAS), Dr. Farooq Naseer (LUMS), and Dr. Jacob Shapiro (Princeton University).

We hope that the successful candidate will start as soon as possible. This is a full-time position based at the CERP office in Lahore. 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 good work with little supervision, and are not afraid to learn new things in order to get the job done. The ability to take on challenges is essential.

To find out more about PEOP, click here.

Job Description

Your primary responsibility will be towards the said Project. However, you may be asked to assist on other tasks/projects at CERP in consultation with your reporting supervisor(s). Your tasks will include:

   a. **_Intervention design and management_**
      i. Working with in-house teams and/or survey company to administer surveys and intervention roll outs
      ii. Work with the project team for the design and piloting of interventions through field visits, market research and data analysis.

       iii.   Travel to various rural and urban parts of Punjab for monitoring and intervention design purposes

       iv.   Oversee and monitor implementation of interventions for evaluations.

  b. **_Data management and analysis_**

       i.   Managing data under the project. This includes organization of files and cleaning data for use in analysis.

       ii.   Sampling for different surveys and evaluations.

       iii.   Data analysis for academic and non-academic audiences

  c. **_Reporting:_** Oversee report writing for donors and project partners

  d. **_Assist Program Manager with activities including:_**

       i.   Managing relationships with local partners

       ii.   Administering weekly project calls with local and international PIs

       iii.   Structuring and organizing project activities and documentation

       iv.   Planning project activities

  e. **_Other tasks as assigned by Project Coordinator or Principal Investigators_**

Job Requirements

- For the Assistant role, a Bachelor's degree in Economics, Public Policy, 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 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 work closely in a team on a large project with multiple evaluations.
- Ability to take a well-defined problem and come up with a response based on an independent analysis of the data.
- 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
- Demonstrated knowledge of data management of large datasets as well as data collection, quality checks of data, and presentation of data
- 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

Salary: Minimum starting salary for an Associate role at CERP is PKR 45,000 per month (all-inclusive). However, final salary figures will be commensurate with qualifications and experience.

How to apply:

Interested candidates should fill this online form and send their **_cover letter, CV, and transcripts_** to **careers@cerp.org.pk** with the subject title **"Research Team- PEOP".**