

Job Announcement

Position Title: **Research Associate**

Project: **Day Labor Project**

Qualifications: **Master's degree in Education, Economics, Social Sciences, Public Policy, Public Administration or equivalent**

Start Date: **As Soon As Possible, No Later than April 1, 2019**

Minimum Commitment: **12 Months (24 Months is Preferable)**

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

The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Associate 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 Day Laborers Project at CERP looks to understand how day laborers search for and find work. The project seeks to understand how to improve the working conditions for casual laborers in construction, agriculture and manual labor through market-based solutions. Funding for the research comes from the International Growth Centre (IGC). The principal investigators on this project are Christina Brown (University of California, Berkeley) and Maryiam Haroon (Lahore School of Economics).

Job Description and Responsibilities

Your primary responsibility will be towards the Day Laborers Project 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:

- Stakeholder Management
 - Manage relations with construction firm to ensure research implementation plans (randomisation protocols etc) are followed
 - Represent the projects at meetings with policymakers and partners, referring them to the PIs for further correspondence if needed.
- Project Management
 - Monitor and supervise all project activities, including administrative, financial and operational functions, to ensure that all timelines are met and protocols are effectively implemented
 - Hire, train and manage surveyors

- Manage reporting and documentation for the PIs
- Research Implementation
 - Fulfill report requirements for research grantor
 - Complete necessary documentation for IRB and other university requirements
 - Travel to urban and rural areas in Punjab for field operations
- Data Management and Cleaning
 - Ensuring quality of collected data while reporting and solving issues as needed.
 - Monitoring data management and complying with data management protocols.
- Other duties considered necessary.

Qualifications and Skills

- Master's degree in Education, Economics, Social Sciences, Public Policy, Sociology, or a related discipline from a local or internationally-recognized university
- Minimum of 2 years of relevant experience in research/program management
- Excellent organizational and data management skills (either Excel, Stata, R or Python)
- Strong interpersonal communication skills, with an ability to communicate well and develop effective relationships with a wide range of stakeholders, including everyone from very low income laborers to government officials
- Comfort working in difficult settings – for example, at a construction site, public works project and at day laborer stands
- Demonstrated ability to manage various tasks effectively and coordinate across projects
- Prior experience of fieldwork management, conducting interviews, focus groups and surveys
- Demonstrated ability to handle a cyclical workflow with recurring intensive periods.
- Fluency in English and Urdu; fluency in Punjabi is highly desirable.
- Data cleaning and analysis skills using Stata, R or Python, a plus
- 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: The minimum salary for this position is PKR 80000. However, the final amount will 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 Day Labor as your first choice

2. Send an email to careers@cerp.org.pk with the subject **“Research Team-Day Labor”**. Please include your cover letter, CV, transcripts, and three professional or academic references.