# Centre for Economic Research in Pakistan (CERP)
## Job Announcement

POSITION: **Intern**

PROJECT: **Education Program**

START DATE: **As soon as possible**

Posted Date: **20 February 2019**

MINIMUM COMMITMENT**: 3 months**

LOCATION: **19-A, FCC Gulberg IV، F.C.C., 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.

### Job Description
1. Participate in mandatory training sessions as required by the project and the organization
2. Conducting field visits as required, in order to participate in qualitative interviews in rural and urban Punjab. This will require managing the logistics of field visits, including but not limited to, scheduling time with respondents, creating monthly field plans and arranging transport and lodging for the team.
3. Keeping accurate records of all elements of the field visit through tracking/log sheets.
4. Thinking creatively and critically about the interview instrument including design and testing of instrument in the field, writing comprehensive field reports, conducting focus groups, follow-up phone calls, and transcribing and translating documents, as per the requirements of the project.
5. Maintain compliance to data anonymity and storage protocols related to audio files.
6. Other tasks as assigned by the principal reporting point(s).

### Requirements
a. Currently pursuing or having completed a Bachelor's/Master's degree in Anthropology, Sociology, Economics or any other relevant qualification.
b. Previous experience with qualitative research is preferred but not required.
c. Willingness to travel to urban and rural areas of Punjab for fieldwork.
d. Ability to manage fieldwork related to the project, including documenting interviews and conducting field visits.
e. Good written and interpersonal skills and ability to effectively communicate with respondents.
f. Good command on MS Office, particularly MS Word and MS Excel.

g. Fluent in Urdu and English. Fluency in Punjabi is also appreciated but not mandatory.

**How to Apply**

Interested candidates should:

1. Fill out the [online form found here](#), marking Interns Education as the position you are applying to

2. Send an email to **BOTH** [careers@cerp.org.pk](mailto:careers@cerp.org.pk) and [education.program@cerp.org.pk](mailto:education.program@cerp.org.pk) with the subject **"INT-EDU"**. Please include your cover letter, CV, and transcripts.