Job Announcement

POSITION TITLE: **Curriculum Associate**

PROGRAM: **Executive Education**

QUALIFICATIONS: **Master's in Economics, Social Sciences, Business Administration, Education Management, or equivalent; strong Econometric skills will be preferred**

START DATE: **As Soon As Possible**

MIMIMUM COMMITMENT: **12 Months (24 Months is Preferable)**

POSTING DATE: **3 December 2018**

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

Training and Capacity Building at CERP:

CERP Executive Education Team seeks to develop a knowledgeable leadership capable of deploying a variety of strategic and technical skills to inform policy decisions. CERP is currently a part of two international initiatives to promote evidence-based decision making, and use of best practices in impact evaluation and M&E within social programs: Building Capacity to Use Research Evidence (BCURE) at Evidence for Policy Design (Centre for International Development – Harvard Kennedy School) and Regional Centres for Learning on Evaluation and Results (CLEAR).

Position Description

Your primary responsibility will be towards executive education activities at CERP, including both the large-scale training initiatives: Building Capacity to Use Research Evidence (BCURE) and Regional Centres for Learning on Evaluation and Results (CLEAR).

The ideal Curriculum Associate should have a strong background in Econometrics and should be willing to take a lead role in developing, refining and customizing the training content. He/she should have the capacity and drive to lead the Executive Education team to realize CERP's mission to create a culture of evidence in the public and private sectors of Pakistan.

Since the role is highly impactful and derives from CERP's vision, the applicants should demonstrate the ability to support leadership strategically.

Your tasks will include:
   a. **Develop and deploy course content**
        a. Develops and deploys course curricula and assessment tools for both internal and external training sessions
        b. Liaises with current and prospective training partners to undertake training needs assessment, then translates client request into a logical and credible training design;
        c. Adapts and updates training modules to address internal and external client training needs
        d. Collaborates with internal and external partners, including EPoD, JPAL, IPA, and others, including faculty, to develop or modify course offerings
        e. Ensures delivery and quality of instruction for all training courses
   b. **Stakeholder management**

a. Participates in promotional and outreach events such as research forums and introductory sessions
b. Actively collaborates with peers across teams and geographies to share knowledge, support quality execution, contribute to design and solve problems working to develop capabilities across the development community, especially with the EPoD training team to manage the NSPP relationship forged under BCURE

c. Planning

a. Creates training schedule for both internal and external clients, especially keeping in mind deliverable deadlines
b. Communicates logistical needs, including classroom setup, electronic equipment, and other training material to support teaching pedagogy
c. Assists in developing content for marketing pieces such as flyers and web pages, particularly through provision of information about new course

Salary: Salary figure will be commensurate with experience and qualifications and will be market competitive.

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
2. Send an email to careers@cerp.org.pk with the subject **"CERP Executive Education Team"**. Please include your cover letter, CV and transcripts

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Information on CERP

Program Description

Context: In Pakistan, evidence-based policymaking is relatively less prevalent compared with other countries in the region. While many influential stakeholders are committed to this approach, resistance and scepticism remain.

Organizational capacity is also lacking. Public sector organizations often do not have appropriate infrastructure to efficiently develop and utilize the human resources, or information systems necessary to make better use of data and evidence. Organizational culture, management structure, and systems for learning may also constrain use of evidence in policy making.

While problems are evident on both the supply and the demand side in Pakistan's policy space, both are symptomatic of an underlying lack of consensus on the value of data and evidence for formulating public policy. In Pakistan's context, this problem has important implications for poverty reduction and social and economic wellbeing. This is a complex problem with capacity constraints at the levels of the individual, the organization, and the broader institutional environment.

About Us: CERP is a non-profit policy research organization founded by renowned Pakistani academics in 2008 with the aim of catalyzing policy research in Pakistan. We do this by undertaking rigorous quantitative research and building capacity for evidence-based policy making.

Engaging with and building the knowledge, skills, and capacity of the actors who help shape policy is

vital to promoting the long-term sustainability of CERP's mission. These actors include public sector policymakers, such as civil servants and politicians, as well as private sector and civil society players. In addition it includes local researchers, both current and aspiring.