

Job Announcement

POSITION: Associate/Senior Associate

PROGRAMME: In-House Survey Unit

POSTING DATE: 15 April 2019

START DATE: As soon as possible

MINIMUM COMMITMENT: 12 months

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

About CERP

The Centre for Economic Research in Pakistan, or CERP, is a leading independent nonpartisan policy institution focused on improving decision making in Pakistan through evidence-informed research, engaging with policy counterparts with real policy challenges and designing and advising on high impact reforms based on data. At CERP, we also deploy cutting edge pedagogy tailored for Pakistan and provide data insights to the private sector on product and process design.

Program Description

CERP is currently piloting survey ventures as part of its business development strategy to build new relationships and enable organizations to implement high-quality data collection practices in the field that ensure accuracy and reliability.

Position Description

This is a full-time position based 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.

Design and Developing Survey Questionnaires

- In consultation with operational and academic leads, design and iterate new data collection tools and instruments.
- Design and development of digital and paper-based survey questionnaires.
- Designing, pilot testing, and conducting any survey or administrative data gathering exercise based on discussions with project teams.
- Reviewing the digital surveys and incorporating constraints to validate logical checks

Relationship Management

- Pro-actively identify opportunities to deliver CERP's mission of ensuring high-quality data collection with in-house projects as well as third-party firms.
- Managing and troubleshooting any immediate concerns of stakeholders regarding the project

Field/Team Management

- Hire, manage and train a team of enumerators by working in close collaboration with the Field Managers
- Recruit new hires for the team as the unit grows
- Potentially travelling across Pakistan for project implementation related work including recruiting, monitoring, pilot testing, informal discussions/interviews, data collection etc.
- Designing the exercise strategy, training surveyors and monitoring surveys through field spot checks, back-checks and high-frequency checks

Monitoring and Evaluation

- Organize, oversee and quality assure one-off survey projects and on-going data collection efforts.
- Organize, implement and create process for piloting, high-frequency checks, back-checks and spot-checks.
- Investigating collection, cleaning and verification methods
- Creating processes for cleaning any errors that may stem from data entry or bad source material
- Coordinating any data related questions or concerns with the project teams and stakeholders.
- Ensuring all data quality protocols are followed including auditing enumerators and performing daily checks of the incoming data; correcting the errors of staff iteratively to ensure the data is of the highest quality

**This is not an exhaustive list of tasks and tasks may be added or modified based on the needs of the assignments or as directed by the line managers.*

Qualifications

- Bachelor's degree from a recognized university in a relevant quantitative discipline e.g. Economics, Public Policy, Computer Sciences or a related discipline. Master's degree with similar quantitative focus strongly preferred.
- Minimum 1 year 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
- Experience with data management, data analysis, and applied statistics including proficiency in Excel and STATA and knowledge of SurveyCTO and/or KoBo collect.
- Demonstrated excellence in presenting and communicating data in an accessible way, orally and in writing.
- Familiarity with ArcGIS or any other GIS software (optional but preferable)
- Ability to manage of fieldwork related to the project in both urban and semi-urban areas, including field visits
- Ability to work closely in a small team and take direction.

- Ability to take a well-defined problem and come up with a response based on an independent analysis of the data.
- Demonstrated ability to manage various tasks effectively and coordinate between project members.
- Demonstrated ability to manage and train enumerator teams and survey finance and operations functions.
- Comfortable communicating with key stakeholders in the public and private sectors. Willing to take on added responsibility as the project progresses.
- Fluent in English and Urdu

Salary and title

For this position, both salary and title will be 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](#).
2. Send an email to careers@cerp.org.pk with the subject “CERP Survey Team”. Please include a cover letter, CV, and transcript(s)