

## Job Announcement

Position Title: **Coordination Assistant/Associate**

Programme: **Executive Education**

Start date: **As soon as Possible**

Qualifications: **Master's or Bachelor's in Business Administration, Management, Education or equivalent**

Minimum Commitment: **12 Months**

Location: **29-P, Gulberg II, Lahore**

### About CERP

The Centre for Economic Research in Pakistan, or CERP, is a leading independent nonpartisan policy 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.

### Programme Description

Executive Education at CERP draws on research insight to build local capacity and to deepen the culture of evidence both in the public and private sectors of Pakistan. We generate impact by imparting data-focused strategic and technical skills to decision makers, building a knowledgeable workforce that can tackle the challenges of progress.

The team works with renowned faculty, affiliated with Harvard, LSE, Princeton, and other leading universities, to design and deliver modules that are tailored for the Pakistani context. The curriculum is further adaptable based on real-time feedback from learners.

CERP is also the Pakistan partner in large-scale capacity building initiatives: Building Capacity to Use Research Evidence ([BCURE](#)) at Evidence for Policy Design (Centre for International Development–Harvard Kennedy School) and Regional Centers for Learning on Evaluation and Results ([CLEAR](#)).

### Position Description

As a Coordination Assistant/Associate, your primary responsibility will be towards executive education activities at CERP, primarily working to manage the trainings and sessions conducted by Executive Education.

The ideal candidate should have a background in Business Administration and should be willing to take a lead role in managing training, solving issues and ensuring seamless execution. He/she should have the capacity and drive to forge collaborative relationships with colleagues, external partners, and faculty.

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:

- **Training Facilitation**
  1. Event management: Manages all aspects of training event logistics
  2. Develop standardised procedures/protocol for event management and planning at CERP
  3. Plan the event with the Operations and Executive Education Team including identifying and scouting event location, identifying and preparing for other event- specific needs such as deposits or vendors
  4. Personally, inspects venue at time of booking to ensure it is appropriate for event
  5. Leads pre-event preparations, including management of IT/seating/refreshment needs, and ensuring their delivery as per training requirement
  6. Monitors all aspects of the event during the session to ensure course delivery and participants satisfaction
  7. Manages post-event wrap up.
- **Purchasing and printing:**
  1. Directs purchasing of materials necessary for training courses, electronic equipment as per requirements communicated by training executive
  2. Coordinates with vendors/printers to ensure welcome packets/folders are available for all participants.
  3. Coordination with Operations Team to ensure smooth delivery and handling of items required by the team.
- **Relationship management:** Builds relationship with customers, vendors, staff at venue to ensure smooth execution and delivery
- **Marketing:** Supports outreach efforts through phone calls/emails to relevant individuals
- **Travelling:** National travel to oversee and manage sessions is mandatory
- **Communication:** Excellent verbal and written communication skills
- **Other:** Carries out other related duties as assigned

### Job Requirements

1. A Master's or Bachelor's in Business Administration, Management, Education or equivalent
2. 1-2 years of experience in a Coordination role
3. Ability to work closely in a small team and take direction
4. Demonstrated ability to manage various tasks effectively and coordinate between project members
5. Comfortable communicating with key stakeholders in the public and private sectors willing to take on added responsibility as the project progresses
6. Expert level knowledge of Word, PowerPoint and Excel
7. Fluent in English and Urdu

## Salary and Title

For this position, the salary and title will commensurate with experience and qualification.

## 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](mailto:careers@cerp.org.pk) with the subject “Coordination- ExecEd”. Please include a cover letter, CV, and transcripts.