CERP | Centre for Economic Research in Pakistan

Job Announcement

Position Title: **Business Development Associate**

Qualifications: **Master's/Bachelor's in Business Development, Economics, Computer Science, Social Sciences, Public Policy or equivalent**

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

Start Date: **As soon as possible**

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

About CERP

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

CERP is currently piloting analytics ventures as part of its business development strategy to build new relationships, and enable organisations to become data-driven and to use data insights to make better decisions.

Job Description

CERP is seeking a proactive self-starter who is a quick learner, willing to take on new challenges and loves working with data to fill the role of the Business Development Associate. Under the supervision of the Analytics Manager, the Business Development Associate will support pilot engagements and will manage stakeholder relations for new partners. This primarily entails relationship management and business development activities, including:

- Support business development efforts
    a. Identify and develop new business with both existing clients as well as new prospects
    b. Engage in client visits, especially on-ground engagement with the current partners on all established activities and new engagements
    c. Assist in developing content for marketing pieces such as flyers and web pages, particularly through provision of information about new courses
    d. Participate in promotional and outreach events such as research forums and introductory sessions
- 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 partner organisations
- Other duties, as required

Qualifications and Skills

- Master's/Bachelor's in Economics, Computer Sciences, Social Sciences, Public Policy, or equivalent
- 3-4 years of relevant work experience
- Knowledge of STATA or other statistical software package and willingness to learn more at a fast pace (preferable not compulsory)
- Ability to work independently with self-directed effort
- Strong interpersonal skills
- Excellent written and oral communication skills
- Fluency in English and Urdu
- Willingness to travel within Pakistan

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 and analytics@cerp.org.pk with the subject **"CERP Analytics Team"**. Please include your cover letter, CV and transcripts