

## Job Announcement

POSITION: **Research Assistant, Education Platform**

LOCATION: **Lahore**

START DATE: **As soon as possible**

LENGTH OF COMMITMENT: **One year minimum**

EXPERIENCE: **Master's/Bachelors in Economics, Social Sciences, Communications, or equivalent**

ORGANISATION: **Centre for Economic Research in Pakistan**

### *Organisation*

The Education Project at CERP oversees implementation of its six-year DFID-funded Research on Improving Systems of Education (RISE) project in Pakistan. The project is a wide range of studies and activities examining the nature of frictions embedded in different parts of the Pakistani education system. The project will be managed in collaboration with a team from Evidence for Policy Design (EPoD) at Harvard Kennedy School, and a team of researchers based in the United States and Pakistan. EPoD is a research program that works to promote the use of analytical insights, drawn from economics and backed by rigorous evidence, to inform the design and implementation of public policies and programs around the world.

### **Job Description and Responsibilities**

The individual will have the following responsibilities:

- Be a member of the team building a digital education marketplace platform to connect low cost private schools with suppliers of educational products and services;
- Build and manage relationships with partners and potential partners, including, financial service providers, educational support service providers, and other players in the education ecosystem.
- Support suppliers in establishing connections and building relationships with schools;
- Engage in business development activities for the Education Platform;
- Plan and organize events, including launch-events, education expos and marketing events;
- Assist with fundraising activities and donor reporting;
- Assist with communications and developing marketing material for the platform.
- Any other activities as assigned by the Project Manager and Senior Program Manager(s).

### *Required Qualifications*

- A Bachelor's or Master's degree in Economics, Business, Education.
- 1 – 2 years of relevant work experience.
- Ability to work closely with multiple team members simultaneously and in a collaborative manner
- Well-organized with ability to multitask, be flexible in an environment with changing priorities, and think and respond quickly while maintaining attention to detail and successfully meeting goals and deadlines.
- Attention to detail and excellent writing and presentation skills.
- Proven ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines.

### *How to Apply*

Interested candidates should fill out this [online form](#) and additionally submit a CV, cover letter, transcripts and the names and contact information of three references (academic or professional) to [ed.platform@cerp.org.pk](mailto:ed.platform@cerp.org.pk) and cc [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the following subject line: “**Research Assistant, Education Platform**”.

**Deadline for submission of applications:** Applications will be considered on a rolling basis. Only successful candidates will be contacted regarding further steps in the application process.