

Job Announcement

Position Title: **Field Associate**

Project: **Social Compact**

Qualifications: **Bachelor's Degree.**

Location: **Faisalabad, Pakistan**

The Centre for Economic Research in Pakistan seeks an energetic and experienced applicant for the position of Field Associate for the Social Compact Project. This is a full-time position based at Faisalabad. The Field Associate will contribute to the supervision of field work, stakeholder engagement, and conducting surveys.

About CERP

The [Centre for Economic Research in Pakistan \(CERP\)](#) is a non-profit research Centre in Pakistan that promotes the use of rigorous quantitative research and actively engages with policy counterparts to answer key questions in public policy. CERP was founded in 2008 by renowned Pakistani economists based at the Harvard University's John F. Kennedy School, University of Chicago, Pomona College and Lahore University of Management Sciences.

This is a demanding but exciting role, given the scope and possibilities for professional growth. 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. A willingness to take on challenges is essential.

Terms of Reference:

Your primary responsibility will be towards the Project. Your tasks will include, but are not limited to:

a) Field Team Engagement

- i. Ensuring timely attendance of all Field Assistants on a regular and consistent basis.
- ii. Expected to follow a regular reporting and communication mechanism for regular Field Team communication and/or for exercise in the field.
- iii. Expected to follow a plan of regular meetings for review on past progress and for upcoming exercises/activities/commitments.
- iv. Expected to follow clearly defined policies for the Field Team's operation in accordance with the CERP Policy Handbook.
- v. Expected to follow all protocol procedures laid out by supervisors to the strictest extent for successful execution of Project exercises/activities/commitments.
- vi. Provide weekly reports based on the issues faced in the field.
- vii. Acting as first point-of-contact if any member of the Field Team encounters a situation that involves apprehension by law enforcement, accident of vehicle with another vehicle and/or person(s), altercation with any person(s) and/or any such unforeseen circumstance encountered in the field in performance of his official CERP duties.

b) Stakeholder Engagement

- i. Coordinating with low tier government officials belonging and/or associated with but not limited to Government of Punjab Excise, Taxation & Narcotics Control (ET&NC) Department, Government of Punjab Local Government & Community Development (LG&CD) Department, Municipal Corporation Faisalabad (MCF) & Faisalabad Waste Management Company (FWMC).

c) Project Implementation

- i. Troubleshooting any dispute between Stakeholders and Field Team.
- ii. Expected to follow a system of oversight and support for ET&NC Circle staff by assigning Field Team members to different ET&NC Field Offices.
- iii. Piloting surveys and gathering information in-field for enumerator training and understanding survey requirements.
- iv. Providing assistance to the Tax staff (Inspector, Constable or Clerk) and logging details in the SurveyCTO form designed by the CERP team.
- v. Working towards the completion of spot-checking and back-checking surveys within time specified by managing team.
- vi. Completing log sheets with accurate notations of any issues or additional information.

d) Other Duties

This is NOT an exhaustive list of tasks that you will be performing as Field Associate. You may be assigned additional tasks on other CERP Projects as deemed necessary by your reporting points, Project or CERP management, or the CERP Board.

Experience and Qualification:

- At-least Bachelor's degree in any field;
- Experience of field work and coordinating with low tier government officials belonging;
- Experience in working in and/or managing a team;
- Experience of working on any software used for the purpose of administering a questionnaire and/or primary data collection;

Applications:

Please send your CV/Resume at the following email address: adil.aziz@cerp.org.pk and cc careers@cerp.org.pk

Please ensure that you include your name and the post applied for in the Subject line of the email e.g. ABC, Field Associate.