

## Job Announcement

**Position Title:** Research Assistant

**Project:** Education Program

**Qualifications:** Bachelor's degree in Economics, Sociology, or related fields

**Start Date:** As soon as possible

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

### Project and Position Description

The Centre for Economic Research in Pakistan seeks a qualified applicant for the position of Research Assistant for its Education Program. The Education Program, 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 MISchool team has built an app to help school owners and teachers manage the administrative tasks of running their schools. We aim to augment and eventually replace the pen-and-paper system currently in use in the vast majority of schools in Pakistan.

### Job Description and Responsibilities

Your primary responsibility will be towards the said Project.

- Manage a distributed sales team across various cities in Punjab
- Coordinate feedback from sales and field team with the technology team
- Manage and actively assist with customer service, taking calls and coordinating with school owners
- Build systems and manage systems to track the interactions between sales team and school owners
- Be able to analyse data for both research purposes and business strategy development
- Prepare technical monthly reports
- Design and conduct surveys
- Manage relationships with all relevant stakeholders
- Other tasks as assigned by Programme Manager or Research Team.

### Qualifications and Skills Required:

- Bachelor's degree in Economics, Sociology, or related fields
- Minimum 2 years work experience managing field teams, and conducting field work preferably with schools in rural and urban Punjab.
- Excellent communication skills (both oral and written)
- Excellent management and organisational skills
- Experience with conducting field research in rural and urban Punjab
- Ability to work independently

### 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](#), marking Education as your first choice
2. Send an email to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the subject **“Research Team- Education”**.

Please include your cover letter and CV.