

Job Announcement

Position Title: **Field Coordinator**

Project: **Social Norms**

Qualifications: **Master's degree in business administration, economics, public policy, education or a related discipline, from an internationally recognized university**

Start Date: **As soon as possible**

Minimum Commitment: **6 months**

Location: **19-A FCC, Syed Maratib Ali Road, Gulberg IV, Lahore**

The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Field Coordinator for the Social Norms Project. This is a full-time position based in either Southern Punjab or Sindh to monitor a significant amount of field work. The field coordinator will help manage the implementation of a large randomized controlled trial evaluating interventions aimed to challenge social norms surrounding child marriage. He/she will also have the opportunity to engage with leading economists from Oxford University and the Amsterdam Institute for Global Health and Development.

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 excellent work with little supervision, and are not afraid to learn new things in order to get the job done.

About CERP

The [Center for Economic Research in Pakistan \(CERP\)](#) is a non-profit research center 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.

Project Description

The main aim of this project is to understand 'what works' when designing interventions aimed at promoting women's economic empowerment and reducing child marriage. To that end, the project will implement a Randomized Control Trial of economic interventions on the one hand and social norms interventions on the other hand, targeted at girls, boys, women and men in Sindh and South Punjab. The interventions are implemented by field partners Bedari and Indus Resource Centre (IRC). Data will be collected through base- and endline surveys, and "lab-in-the-field" experiments. An additional research objective is the development of a quantitative tool to measure social norms.

Job Description and Responsibilities

- a) Coordination with the CERP project team, survey firm, Oxford team, and implementation partners
 - i. Coordination with survey firm to ensure data quality and that all protocols are followed
 - ii. Cooperating with implementation partners to schedule interviews with respondents
- b) Survey and data management
 - i. Piloting surveys and gathering information in-field for enumerator training and understanding survey requirements
 - ii. Updating databases, and data-entry of the data.
 - iii. Translating project documents to Urdu
- c) Monitoring
 - i. Developing and implementing monitoring tools for spot-checking and back-checking surveys.
 - ii. Working towards completion spot-checking and back-checking surveys within time specified by managing team, collaborating with survey firm and field partners.
 - iii. Working to monitor and track respondents between baseline and end line surveys.
 - iv. Downloading of training pictures and scanned attendance sheets and keeping record by training
- d) Frequent travel if and where required to monitor trainings and field activities.
- e) Recordkeeping and reporting
 - i. Management and recordkeeping of all the data coming from trainings and from the field.
 - ii. Maintain detailed daily, weekly, and monthly logs of all issues and observations of the training and data collection operations to project team.
 - iii. Updating your principal reporting points on the status of the project activities periodically by phone, email and Skype.
 - iv. Provide weekly reports to the CERP Research Team based on the issues faced in the field.
- f) Remain accessible and respond to the issues that may arise during training operations.
- e) Any other duty or task that arises with the evolution of the project.

Qualifications and Skills

- 1-2 years of relevant experience in research/program evaluation, including monitoring and evaluation of field operations.
- Languages: Urdu (required), Sindhi (required), Siraiiki (preferred)
- Previous fieldwork experience, particularly in the relevant provinces (Southern Punjab, Sindh).
- Strong written and oral communication and interpersonal skills
- Experience implementing lab-in-the-field experiments.

Salary

The minimum salary for this position is PKR 40,000 per month (all-inclusive). However, the final salary figure will be commensurate with experience and qualifications.

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 Social Norms as your first choice.
2. Send an email to both careers@cerp.org.pk with the subject **“Research Team-Social Norms”**. Please include your cover letter, CV, and academic transcripts.