

**Center for Economic Research in Pakistan (CERP)
Job Announcement**

POSITION: Project Manager/Program Manager

PROJECT: Women's Mobility Program

POSTING DATE: 7 September 2018

START DATE: To Be Decided

MINIMUM COMMITMENT: 12 months (24 months is preferable)

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

Project and Position Description

The Women's Mobility Program at CERP encompasses a set of interlinked randomized controlled trials which explore how constraints including transport, limited information, and lack of access to social networks affect job opportunities for women and men. The studies focus on metropolitan Lahore and are carried out through Job Talash, a job search platform set up and managed by the CERP team.

The project has three lead researchers: Erica Field, Rob Garlick, and Kate Vyborny. Erica Field and Rob Garlick are based at Duke University, while Kate Vyborny is based part-time at Duke University and part-time in Pakistan. The results of this research will inform policy on transport services and labor market policies in Pakistan and internationally.

Job Description

We are looking for an experienced, well-qualified individual to play a senior role in managing the interventions and RCTs, and subsequently analyze and disseminate the results along with the Principal Investigators. The specific responsibilities will include:

- Contributing to design of RCTs in close coordination with the PIs
- Managing finances and project grants
- Managing an in-house team, including recruiting, coordinating and giving feedback to team members
- Planning and overseeing surveys in the field
- Managing the cleaning and organization of complex, dynamic data from multiple sources including baseline and high-frequency follow-up surveys of employers and jobseekers
- Carrying out descriptive analysis of data
- Managing contracts and ensuring delivery from implementers (survey firms, call center, other vendors)
- Ensuring compliance with contracts and RCT conditions
- Preparing financial and technical reports
- Contributing to proposal writing and reporting to donors

- Engaging and building relationships with various project stakeholders
- Presenting findings from the research and policy recommendations to different policy audiences
- Other duties as necessary

This is a full-time position based at the CERP office in Lahore. 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 willing to learn new things in order to get the job done. The ability to take on challenges is essential.

This is an excellent opportunity to get involved in first-hand field research, and is particularly suited for anyone interested in continuing to further study or research in economics, public policy or urban planning. The selected candidate will also benefit from regular and intensive interaction with the lead researchers, as well as other people working at the CERP office in Lahore where he/she will be based.

Job Specifications

- Master's degree or in Economics, Public Policy, Urban Planning, or a related discipline from an internationally recognized university.
- 3-5 years of relevant work experience
- Experience managing a team
- Good data management, GIS and Stata skills (preferred)
- Field experience in Pakistan (research, volunteer, or professional work) or other developing country contexts
- Willingness to travel around Lahore for fieldwork
- Good interpersonal skills and ability to interact effectively and respectfully with low-income or less educated respondents
- Comfort in communicating with key stakeholders in the public and private sectors

The minimum salary for the Project Manager position is PKR 110,000 and the Program Manager position is PKR 140,000 per month (all-inclusive). However, the final salary figure will be commensurate with experience and qualifications.

How to apply:

Interested candidates should:

1. Fill out the [online form found here](#), marking Women's Mobility as the first choice
2. Send an email to careers@cerp.org.pk with the subject title **“Research Team - Women's Mobility”**.