

Center for Economic Research in Pakistan (CERP)

Job Announcement

POSITION: Operations Assistant

LOCATION: 19-A FCC, Gulberg, Lahore, Pakistan

START DATE: As soon as possible

POSTING DATE: 20 September 2018

LENGTH OF COMMITMENT: 12 Months

ORGANISATION: Center for Economic Research in Pakistan (CERP)

Organisation

The Center for Economic Research in Pakistan (CERP) is a non-profit research center based in Lahore with the strategic objective of informing policy and practice by filling socio-economic research gaps in Pakistan using rigorous economic research tools. CERP also facilitates an environment where the international academic community both within and outside Pakistan can work with program implementers to answer research questions that matter, bringing together academic findings, policy advice, and focused debate.

Formally established in 2010 by economists at Harvard University, Princeton University, Pomona College, London School of Economics and the Lahore University of Management Sciences, CERP is continually expanding in both size and scope. The organization currently enjoys an inspirational roster of over 60 researchers working on numerous research projects in collaboration with the government of Pakistan and several international organizations. Partnerships with various government departments have included those with the Punjab Planning and Development Department, the Punjab Excise & Taxation Department and the Punjab Resource Management Program. CERP also continues to partner with international organizations such as Evidence for Policy Design at Harvard Kennedy School, the Abdul Latif Jameel Poverty Action Lab at MIT, the Department for International Development and the World Bank on a variety of projects.

In addition to its core research activities, CERP's mandate has, since its inception, broadened to encompass national capacity-building as an objective. In 2011, CERP began delivering advanced technical trainings in Monitoring & Evaluation, Impact Evaluations and Performance Budgeting to researchers, policy makers and bureaucrats from all over Pakistan under the auspices of Centers for Learning on Evaluation and Results (CLEAR).

Job Description and Responsibilities

1. Logistics: Provide logistics support for all CERP operations.
2. Support Staff: manage the office support staff; monitor their performance on daily basis and prepare reports.

3. Purchase & maintain kitchen/Office supplies, stationary and coordinating deliveries.
4. Printing of different reports and workshop/training materials etc.
5. Procurement of Assets - Obtain proper approvals on prescribed “Procurement Requisition Form” after completing the complete documentations and purchase the equipment’s for the Cores and for the organization.
6. Prepare and manage the Fixed Asset Register and tag the related equipment.
7. Prepare the Travel & Expenses Reimbursements of the Core teams. Get them approved and submitted to accounts office for further process.
8. Prepare & Maintain the CERP Third-Party Contracts Database.
9. Travel arrangements – make travel arrangements such as booking flights, cars, and making hotel and restaurant reservations.
10. Rental Car – Prepare and reconcile the detail of car rental usage by Core teams and follow up with the rental car company.
11. In-charge of Repair & Maintenance work of office building.
12. Insurance – Prepare the staff Health & Life insurance detailed sheet. Also mark the addition and deletion in Health & Life insurance and follow up with the insurance company regarding necessary adjustments.
- 13.

Job Requirements

- MBA, BBA Hons. , BS. Hons. or equivalent in Business Administration, Economics or Sociology.
- Minimum 1 year of post-qualification experience.
- Ability to work independently and as part of a team; effective written and verbal communication and interpersonal skills; initiative and reliability; strong interpersonal and organizational skills and attention to detail.
- Proficient in MS Office suite, and an understanding of the role of IT in management.
- Good written and verbal communication skills.

The minimum salary for the Operations Assistant position is PKR 45,000 per month (all-inclusive). However the final figure will be commensurate with experience and qualification.

How to Apply

Interested candidates should fill out this [online form](#) and additionally submit a CV, cover letter, transcripts to careers@cerp.org.pk with the following subject line: “**CERP Operations Assistant**”.

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.