

Job Announcement

POSITION: Associate, Education Program

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

START DATE: As soon as possible

LENGTH OF COMMITMENT: One year minimum

EXPERIENCE: Master's/Bachelors in Economics, Social Sciences, Communications, or equivalent

Organization

The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Associate for the 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 successful candidate will join the team as soon as possible. This is a full-time position based at the CERP office in Lahore, working in close collaboration with lead Principal Investigator, Tahir Andrabi at LUMS School of Education. 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.

Job Description and Responsibilities

The individual will have the following responsibilities:

- Stakeholder Engagement: Support the Program Manager and Lead PI Tahir Andrabi, to engage with governments, civil society partners, and other policy makers to understand their priorities and build partnerships in the education space.
- Evidence Synthesis and Dissemination: Draft materials summarizing evidence on the education space in Pakistan, with a focus on the political economy of education.
- Organize policy dialogues, including setting the agenda and managing logistics, to bring together various stakeholders working in the education space.
- Any other activities as assigned by the Program Manager, and Principal Investigator(s).

Required Qualifications

- A Bachelor's or Master's degree in Economics, Social Sciences, Education, Politics, with strong academic performance
- A minimum of 1 year of relevant work experience with Master's degree and 3 years with Bachelor's degree
- Strong writing, editing and verbal communication skills in English
- Ability to collaborate and effectively engage with colleagues across the organization
- Well-organized with ability to multitask, be flexible in an environment with changing priorities, and think and respond quickly while maintaining attention to detail and successfully meeting goals and deadline.
- Proficient in Microsoft Office Suite.
- Communication: Attention to detail and excellent writing and presentation skills for communicating policy lessons from academic papers in ways that policymakers understand. This requires clear, precise, non-technical writing, and creativity in presentation:

- Proven ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines
- High level of attention to detail;
- Strong interest in international development policy, as demonstrated by coursework and professional experience:
- Ability to work closely with multiple team members simultaneously and in a collaborative manner

The minimum salary for the Research Assistant position is PKR 40,000 and Research Associate is PKR 80,000 per month (all-inclusive). However, the final salary figure will be commensurate with experience and qualifications.

How to Apply

Interested candidates should fill out this [online form](#) and additionally submit a CV, cover letter, transcripts and the names and contact information of three references (academic or professional) to careers@cerp.org.pk with the following subject line: “**CERP Associate Education**”.

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.