

## Job Announcement

**POSITION:** Project Manager, 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 in Economics, Social Sciences, Communications, or equivalent

### *Organization*

The Education Project at CERP 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 project will be managed in collaboration with a team from Evidence for Policy Design (EPoD) at Harvard Kennedy School, and a team of researchers based in the United States and Pakistan. EPoD is a research program that works to promote the use of analytical insights, drawn from economics and backed by rigorous evidence, to inform the design and implementation of public policies and programs around the world.

### *Job Description and Responsibilities*

The individual will have the following responsibilities:

- Lead a team of research and technology staff, in design, development and roll out of a web-based portal to connect school with suppliers.
- Build and manage relationships with partners and potential partners, including, financial service providers, educational support service providers, and other players in the education ecosystem.
- Engage and build relationships with rural and urban low-cost private schools, mid-cost private schools and government schools.
- Oversee and manage a large-scale survey of private schools in Pakistan.
- Interact with donors and lead fundraising activities for project as when necessary
- Plan and organize events, including launch-events, and marketing events.
- Any other activities as assigned by the Program Manager, and Principal Investigator(s).

### *Required Qualifications*

- A Master's degree in Economics, Business, Education.
- A minimum of 3-4 year of relevant work experience.
- Ability to work closely with multiple team members simultaneously and in a collaborative manner
- 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 deadlines.
- Attention to detail and excellent writing and presentation skills.
- Proven ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines.

- Strong entrepreneurial spirit, to be able to pitch and market a new idea to a diverse set of stakeholders.

The minimum salary for the Project Manager position is PKR 110,000 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](mailto:careers@cerp.org.pk) with the following subject line: “**CERP Project Manager 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.