

We are Hiring!

*Opportunity available for
Karachi*



Job Purpose:

S/He will primarily be responsible for the implementation and management of education projects. S/He will fulfill program obligations under partner-led implementation and will ensure high-quality standards in the delivery of education services in the rural areas of Baluchistan and KPK. S/He will also support in program monitoring, supervision, report writing, and ensuring that project meets stated goals and reporting requirements on time.

Key Role:

- ✓ Supports the implementation, reporting, and monitoring of education program activities according to standards, ensuring that program objectives, indicators, and outcomes are met in a timely manner and with quality.
- ✓ Work closely with Program Manager to ensure all procedures, codes of conduct and policies are followed and upheld and ensure compliance in all facets of the technical aspect of program implementation.
- ✓ Liaise provincial & district level Education authorities (Education department/formal and non-formal) for ensuring good working relationships and timely facilitation of the temporary learning centers as required.
- ✓ Provides written monthly updates to Manger Programs, helps in proposal development.
- ✓ Possess Effective Networking and seeks for partnerships.
- ✓ Data Collection and analysis.
- ✓ Any other task assigned by the senior management.

Requirements:

- Preferably 4-5 years of work experience in education or social sector
- Training & Supervising Teachers in OSDI Schools
- Project Management
- Strong Communication Skills
- Report-Writing skills
- I.T. literate (MS office, outlook, etc.)
- English and Urdu *Proficient*
- Must be able to travel to field areas
- Respect Diversity & Be a Team Player

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