



Associate: Policy (Gilgit-based)

I. Background

Pak Alliance for Maths and Science (PAMS) is a non-profit operating nationally, with its head office in Islamabad. PAMS aims to inspire Pakistani children by developing a passion for learning at a young age, thereby inculcating a culture of lifelong learning. The PAMS' mission is targeted towards ensuring that the Pakistani children develop cognitive and critical thinking abilities to contribute to Pakistan's efforts to ride the fourth industrial revolution wave.

In addition to the organization's research portfolio, PAMS provides technical support to the federal and provincial education departments, donor agencies, and its partners on implementing scalable STEM solutions in Pakistani government schools.

II. Why we are hiring

PAMS will be leading a technical assistance project for the implementation of a STEAM program at the national level. This is a five-year project, with the employment contract till May 31st 2023 and extendable annually. PAMS is looking to fill multiple positions for the policy unit based in Islamabad, and for operations in Sindh (Karachi-based) and Gilgit Baltistan (Gilgit-based).

II. Scope of Work

The objective of this position is to provide program coordination and technical support to the PAMS' Lead Programs and Policy, and working closely with the management responsible for research, policy briefs, and supporting the Gilgit Baltistan's education department with policy implementation. The Policy Associate will be required to undertake the following routine tasks:

- Contributing to the creation and sharing of knowledge by summarizing and documenting results, lessons learned and good practices from the implementation of the project/field partners
- Ensuring regular communication with the program team for required adjustments on operational matters to ensure optimum results
- Participating actively in meetings, and undertake monitoring visits to assess progress of different aspects of the project including field monitoring visits, coordination meetings and other relevant partners forums
- Liaison with focal person from district education departments/schools for smooth execution of program elements
- Regular and continued coordination with the regional/partner organizations and field-related office staff

IV. Qualifications Required

- A minimum of a four-year undergraduate degree
- Strong communication and writing skills
- Motivated, proactive, and committed personality
- A minimum of one year work experience, preferably including data analysis

V. Deployment

- This is a Gilgit-based position
- The selected candidate will be offered a contract till May 31st 2023, subject to renewal
- Candidates for all positions are expected to be finalized by September 23rd 2022

To apply, please send in your resume and a cover-letter stating your interest in the position latest by September 18th 2022 at careers@mathsandscience.pk. Interviews of shortlisted candidates will be conducted on a rolling basis.