



## **Associate: Communications (Islamabad or Karachi-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 is 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 31<sup>st</sup> 2023 and extendable annually. PAMS is looking to fill an Associate position based in Islamabad or Karachi; this will be a full-time position.

### **III. Scope of Work**

The objective of this position is to provide communication support to STEAM Pakistan and communication technical assistance to partners, including government departments, as required by PAMS. The Associate-Communications will be working closely with the digital media agency and social media associate to implement the STEAM Pakistan communication strategy. Roles responsibilities for this role are as follows:

- Create a content calendar that showcases STEAM Pakistan activities, features key stakeholders, and campaigns to highlight different aspects of the program and its stakeholders
- Curate relationships with partners and potential partners through external communication channels and online engagements
- Plan and implement strategies to increase follower base across digital media accounts, build steady engagement, and develop digital assets on other platforms (TikTok, etc.)
- Build collaborative relationships with relevant high profile professionals and organize talks, webinars, etc. to help more people understand important STEAM Pakistan objectives and their relevance in the national discourse
- Develop organizational communication material, including program information brochures, marketing material, and promotion material.
- Update organization and program websites to reflect work and longer term objectives
- Keep a sharp eye on the national and international human development discourse, and plug in relevant program and organization work
- Supporting program and project needs through communication and marketing support
- Support the creation and promotion of communication work in English and Urdu

### **IV. Qualifications Required**

- A minimum of a four-year undergraduate degree
- Strong communication and writing skills
- Motivated, proactive, and committed personality
- A minimum of 2 years' work experience

### **V. Deployment**

- This is an Islamabad-based position
- The selected candidate will be offered a contract till May 31<sup>st</sup> 2023, subject to renewal
- Preference will be given to candidates who can join as soon as possible

To apply, please send in your resume and a cover-letter stating your interest in the position as early as possible at [careers@mathsandscience.pk](mailto:careers@mathsandscience.pk). Applications will be process on a rolling basis. Interviews of shortlisted candidates will be conducted on a rolling basis.