



## **Head: Communications (Islamabad-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 first employment contract till May 31<sup>st</sup> 2023 and extendable annually. PAMS is looking to fill the Head of Communications position based in Islamabad to look after this portfolio. This will be a full-time position. The Head of Communications will also be coordinating with policy units based in Islamabad, Gilgit, Lahore, and Karachi.

### **II. Scope of Work**

The objective of this position is to lead the communication function for STEAM Pakistan and to provide technical assistance to partners, including government departments, as required by PAMS. The Head of Communications will be working closely with PAMS leadership and STEAM Pakistan stakeholders to set strategic goals for this strand of work, including showcasing project achievements, creating space to hear from members of the public, collaborating with organizations and individuals who can strengthen organizational outcomes, etc. A strong belief in the children of Pakistan and the potential they hold is required. This project is working to transform STEAM outcomes for government school students, especially girls. Dedication to this cause is also important.

Roles responsibilities for this role are as follows:

- Create a communication strategy in collaboration with PAMS leadership and STEAM Pakistan stakeholders including donor organization
- Create a content calendar that showcases STEAM Pakistan activities, features key stakeholders, and campaigns to highlight different aspects of the program and its stakeholders
- Identify potential beneficial individuals and organizations and work with Associate to curate relationships with partners and potential partners through external communication channels and online engagements
- 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
- Support the Associate – Communications to develop organization and program presence on social media channels across the board, including newer ones like TikTok and professional ones like LinkedIn
- Oversee the development and circulation of 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 5 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.