



Coordinator: Learning (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. 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. The organisation has offices and teams in Islamabad, Karachi, Lahore and Gilgit.

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 31st 2024 and extendable annually.

III. Scope of Work

The objective of this position is to provide support to the Associate and Head of Learning, and work closely with the management responsible for program delivery, partnerships, communication, and outreach. The Coordinator will be required to undertake the following routine tasks:

- Assist Associate Learning in managing the project's learning-related activities, including school-based STEM activities, teachers' professional development, and coordination with the relevant ministry's education managers
- Liaise with focal persons from the relevant education departments, schools, and consortium partners for smooth execution of all programs
- 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

IV. Qualifications Required

- A minimum of a four-year undergraduate degree, preferable in a STEM-related field
- Exceptional attention to detail with the ability to maintain accuracy even in high-pressure situations
- Strong communication skills, both verbal and written, with the ability to convey complex information clearly and concisely
- Proven ability to multitask and prioritize tasks effectively to meet deadlines
- Proven ability to work well under pressure while maintaining a positive attitude and delivering high-quality work
- Motivated, proactive, and committed personality
- Proficient in MS Office: MS word and Excel
- No professional experience required; recently graduated candidates will be preferred

V. Deployment

- This is an Islamabad-based position
- The selected candidate will be offered a contract till May 31st 2024, subject to renewal

VI. Remuneration

This is a budgeted entry-level position, with monthly remuneration ranging between PKR 60,000-75,000.

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