

## Program Coordinator, Khyber Pakhtunkhwa

### I. Background

Pak Alliance for Maths and Science (PAMS) is a non-profit organization that aims to inspire a love for learning, and to develop cognitive and critical thinking abilities in Pakistani children. PAMS provides technical support to the federal and provincial education departments, donor agencies, and its partners on implementing scalable STEAM solutions in Pakistani government schools, in addition to conducting research on education policy.

### II. Why we are hiring

PAMS is leading a technical assistance project for the implementation of a pilot as part of the FCDO-funded Girls and Out of School: Action in Learning (GOAL) project in selected schools and districts in South Punjab and Khyber Pakhtunkhwa (KP). This is initially designed as a six-months pilot, with the employment contract for this role valid till June 30<sup>th</sup> 2024 which can be extended depending on the length of the project.

### II. Scope of Work

The incumbent will report to the Lead, Programs and Policy, Pak Alliance for Maths and Science, and work closely with Lead, Impact. The objective of this position is to provide program coordination and lead technical support to selected schools in KP. A female candidate will be preferred as this role requires regular interaction with government girls' schools. The Program Coordinator will be required to undertake the following routine tasks:

- Be based at the Elementary & Secondary Education (E&SE) Department office in Peshawar
- Maintain record of the school's activities and ensure they are in line with the Work Plan/Journey
- Prepare regular reports on the program/school's progress, achievements, challenges and lessons learnt
- Conduct school visits and monitor their progress in different districts of KP
- Coordinate with Head Teachers / Principals and school focal persons for implementation of program related activities and interventions, as well as for research, consultations or focus group discussions.
- Ensure regular communication with the program team in Islamabad for required adjustments on operational matters to ensure optimum results
- Participate actively in orientations, trainings and meetings with schools
- Regular and continued coordination with the E&SE Department and regional/partner organizations

### IV. Qualifications Required

- A minimum of a four-year undergraduate degree
- A minimum of one years of work experience, preferably related to education in KP
- Comfortable with undertaking field/school visits within multiple districts in KP and Islamabad
- Strong communication in English, Pashto and Urdu
- Motivated, proactive, and committed personality
- An interest in education sector reform

### V. Deployment

- This is a Peshawar-based position
- The selected candidate will be offered a contract till June 30<sup>st</sup> 2024, subject to renewal based on the length of the project.

To apply, please send in your resume and a note explaining your interest in the role to [careers@mathsandscience.pk](mailto:careers@mathsandscience.pk) by 5<sup>th</sup> December 2023. Please use "Program Coordinator" as the subject line.