

## Policy Associate (Punjab)

### 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 STEAM program at the national level, with Policy Units established in Islamabad, Karachi, Lahore and Gilgit. This is a five-year project, with the employment contract for this role valid till May 31<sup>st</sup> 2024 and extendable annually. Policy, Monitoring and Evaluation is a key component of the STEAM Pakistan program.

### III. Scope of Work

The incumbent will report to the Lead STEM Policy Unit, Punjab and work closely with the teams responsible for monitoring, program delivery, learning, communication and outreach. S/he will be expected to:

- S/he will be based at the Policy Unit, School Education Department's office in Lahore
- Maintain record of the program's activities, and results
- Prepare regular reports on the program's progress, achievements, challenges, and lessons learned
- Conduct school visits and schedule frequent follow ups with schools to monitor progress
- Maintain existing indicator tracking tools and develop additional databases and tracking tools as needed
- Assist in developing the program dashboard for Punjab and ensure that it is up-to-date, accurate, and effectively demonstrates the effectiveness of the program's interventions
- Facilitate knowledge sharing and collaborate with other M&E team members, project staff and stakeholders to improve M&E systems and processes continually
- Assist in the preparation of documentation for meetings with stakeholders

### IV. Qualifications Required

- A minimum of a four-year undergraduate degree
- A minimum of one year of work experience in a relevant role
- Strong analysis and report writing skills
- Proficiency in MS Office (Word, Excel) and advanced knowledge of spreadsheet and database packages
- Experience in working with web-based databases and web-enabled data collection platforms will be preferred
- Motivated, proactive, and committed personality
- Comfortable with undertaking field visits across Punjab

### V. Deployment

The role is based in Lahore and the selected candidate will be offered a contract till May 31<sup>st</sup> 2024, subject to renewal based on the length of the project.

To apply, please submit your resume along with a note explaining your interest in the position to [careers@mathsandscience.pk](mailto:careers@mathsandscience.pk). Please use "Associate Policy" as the subject line. The deadline for application is December 5<sup>th</sup>, 2023.