

## **JD: Associate Policy, Karachi**

### **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 the STEAM Pakistan program at the national level. This is a five-year project, with the employment contract for this role valid till March 31<sup>st</sup> 2025 and extendable annually. The Policy stream is a key component of PAMS' operations, seeking to create impact through meaningful engagement with a diverse set of stakeholders to provide recommendations informed by practice to improve the learning experience in classrooms and schools across Pakistan.

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

The incumbent will report to the Lead, Sindh STEAM Policy Unit, and work closely with the Lead, Programs and Policy. The objective of this position is to provide program coordination and technical support on policy to the Sindh Education & Literacy Department (SELD). She will be working closely with the management on research, policy briefs, and supporting the state's education delivery departments with policy implementation. The Policy Associate will be required to undertake the following routine tasks:

- Contribute to the creation and sharing of knowledge by summarizing and documenting results, lessons learned and good practices from the implementation of the project/field partners
- Establish and maintain relationships with relevant officials in SELD
- Ensure regular communication with the Learning team for required adjustments on operational matters to ensure optimum results
- Participate 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
- Liaise with focal person from district education departments/schools for smooth execution of program elements
- Coordinate with district focal persons, 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.
- Regular and continued coordination with the regional/partner organizations and field-related office staff
- Engage with relevant policy fora regularly
- Support program by conducting regional orientations/training as needed
- Develop strategy on smooth system-wide scale-up of program

### **IV. Qualifications and Skills Required**

- A minimum of a four-year undergraduate degree, preferably in the social sciences
- Strong oral communication and writing skills in English and Urdu; knowledge of Sindhi is a plus
- Motivated, proactive, and committed personality with a keen attention to detail
- A minimum of one year of work experience, preferably including data analysis
- An interest in public policy reform, specially in education policy

### **V. Deployment**

- This is a Karachi-based position
- The selected candidate will be offered a contract till March 31<sup>st</sup> 2025, subject to renewal annually.

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 26<sup>th</sup> July 2024. Shortlisted candidates will be interviewed on a rolling basis.