



Associate, Policy (Islamabad)

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 and foundational learning (largely primary-grades' reading skills) solutions in government schools, in addition to conducting research on education policy. The organization's head office is in Islamabad, with policy units' teams also based in Karachi, Lahore, Peshawar, Gilgit, and soon in Quetta.

II. Why we are hiring

PAMS is leading a technical assistance project for the implementation of a STEAM program at the national level, as well as for technical assistance to the federal and provincial education departments for the development and implementation of a foundational learning program. The Policy stream is a key component of PAMS' operations, seeking to create impact through meaningful engagement with a diverse set of stakeholders to create sustainable impact on Pakistani children's learning experience in classrooms and schools.

III. Scope of Work

The incumbent will report to the Lead Programs, and work closely with the Senior Associate, Research, and team members based across the policy units in the provincial capitals. The 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
- Working on policy briefs, curating content for blogs, and providing input to the team members based in policy units across the country
- Ensure regular communication with the program 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 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

IV. Qualifications Required

- A minimum of a four-year undergraduate degree
- Strong communication and writing skills in English and Urdu
- Motivated, proactive, and committed personality
- A minimum of one year of work experience, preferably including data analysis
- An interest in public policy reform, especially in education

V. Deployment

- This is an Islamabad-based position; with field visits to schools/districts as required.
- The selected candidate will be offered a contract till June 30th 2025, subject to a renewal on an annual basis.

To apply, please send in your resume and a note explaining your interest in the role to careers@mathsandscience.pk. The position shall remain open till a candidate has been selected; only shortlisted candidates will be contacted.