

Terms of Reference (TORs) - Partnerships Coordinator

Location: Karachi

1. 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. STEAM Pakistan is PAMS's flagship initiative aimed at fostering Science, Technology, Engineering, Arts, and Mathematics (STEAM) education across Pakistan, partnering with over 16,000 government high schools in 107 districts across the country to implement innovative learning modules on STEAM. We are a small team of individuals passionate about improving the quality of education in Pakistan.

2. Why we are hiring

The STEAM Pakistan program works to establish partnerships with higher education institutions and the private sector to support government schools via guest talks, mentorship, workshops, interaction events, and competitions. To this end, we are now launching STEMForward in collaboration with Reckitt Pakistan, which aims to deliver STEM mentoring and engagement to girls in our partner schools. To this end, we are seeking a dynamic and dedicated Partnerships Coordinator who will be primarily responsible for ensuring the execution of the STEM Forward initiative and will also support our work in strengthening our partnerships to ensure the program's success and sustainability.

3. Scope of Work

The Partnerships Coordinator will be the primary point of contact for all partner schools for the STEAM Pakistan program and the STEMForward program. The role is pivotal in building and maintaining strong, collaborative relationships to ensure smooth program implementation, gather critical feedback, document success stories, and support the program's reporting and communication objectives. The role is based in Karachi, and the selected candidate will be offered a contract till December 31st, 2026.

4. Key Responsibilities and Deliverables

- Coordinate and proactively follow up on the logistical aspects of program activities within partner schools, including scheduling, resource distribution, and social media communication
- Maintain a partnership activities database with updated information about all partnership activities
- Systematically follow up with schools to collect surveys, feedback forms, and qualitative insights on various program features, especially for the STEMForward program
- Maintain a timely submission of consolidated feedback reports for internal review and donor reporting
- Collect impactful stories and high-quality media content (photographs, video clips, testimonials) from partner schools that showcase program activities and student impact

- Obtain necessary consent and permission forms from schools and parents/guardians for partnership activities, media coverage, and data usage, in compliance with organizational policies
- Support the larger STEAM Pakistan team in reviewing, proofreading, and fact-checking program reports before submission
- Contribute to the drafting and development of program guidebooks, quarterly reports, and annual reports for program grantors

5. Qualifications and Experience

- Education: Bachelor's degree in Education, Business Administration, Communications, Social Sciences, or a related field
- Strong oral and written communication skills in English and Urdu
- 0-1 year of work experience, preferably in a role requiring engagement with multiple stakeholders and audience groups
- Experience with non-profit organisations, education NGOs, or in project management is a plus
- Ability to establish and maintain positive relationships with diverse stakeholders, including school principals, teachers, and parents
- Meticulous attention to detail, especially in documentation and reporting
- A self-starter who can work independently and follow up diligently without constant supervision
- Technical Proficiency: Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace
- Experience/interest in business development, program design, and resource mobilization is a plus

6. Expected Salary

PKR 90,000 per month

7. Apply

To apply, please send in your resume, along with a note explaining your interest in the position, to careers@mathsandscience.pk with the subject "Coordinator Partnerships Karachi" by 2nd March 2026.