JOB OPPORTUNITY

Registered under the Trust Act of Pakistan since September 2000, the Jamshed Akhtar Qureshi Education Trust [www.pkschools.org] provides primary education to 4,000 children from the lowest income, unserved, marginalized *katchi abadis* in Islamabad, through a network of ten community schools, operating under the Pehli Kiran Schools (PKS). In addition, it works with youth from these communities to enhance their livelihood opportunities, and guide their career paths.

Title of Position: Program Manager (Academics)

Major Responsibilities:

- Assist the General Manager in managing the PKS academic program, and ensuring smooth PKS operations.
- Management of all academic affairs, deepen partnerships and further strengthen PKS Academic system (academic school plans, budgets, annual calendars), Co-curricular activities, standards and procedures.
- Ensure smooth and effective implementation of program including capacity development of school staff through ongoing teacher training.
- Design, development and implementation of curriculum, academic monitoring framework and student and staff assessments.
- Ensure quality control in all areas of the PKS academic program.
- Supervise and monitor the Academic Team to ensure they are performing their role effectively and achieving their targets.
- Promote outreach and networking with potential partners in the education sector, and facilitate linkage-building.
- Assist the General Manager in liaising with the government, especially the education ministry and relevant departments.
- Continue strengthening the PKS academic model by bringing innovation and new ideas.
- Exploring different avenues for collaboration and strengthening the Program and organization

Required Qualifications and Skills

- Minimum 5 years of experience in the development sector.
- Excellent skills in leadership, time management and organization.
- Experience in managing stakeholders.
- Excellent interpersonal communication and reporting skills.
- Abilities and skills for multi-tasking.

How to Apply:

Send your resume at **taimoor.saleem@jaqtrust.org** latest by Thursday August 31, 2023.