
Career Opportunity

Assistant Manager, Recruitment Selection and Matriculation (RSM)

Reporting to: Manager, Recruitment, Selection and Matriculation

Location: Karachi

Recruitment Type: Full- Time

Teach For Pakistan (TFP) is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities, and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged. To that end, we are aiming to grow our movement aggressively over the coming years, and are looking for team members who will work passionately and rigorously to achieve this goal.

The Role

The Recruitment, Selection and Matriculation (RSM) team is responsible for leading all activities related to attracting, recruiting and selecting the most promising young talent for Teach For Pakistan's Fellowship program. The Fellowship is a two-year, full-time program for future leaders to teach in under-resourced schools and communities, and develop the understandings and skills required to affect long-term systemic change.

We are looking for a self-starter who thrives in a high stakes, target-oriented role, and is able to support fast paced teams. He/she will ensure a significant pool of quality applications as well as design and manage the selection and matriculation processes to ensure the best intellectual talent for the Fellowship program.

Primary Responsibilities:

- Establish and manage partnerships with higher education institutions and organizations to facilitate sourcing and recruiting activities for fresh graduates and young professionals
- Lead on-ground recruitment of graduating students in the country's top universities and young professionals at leading firms and NGOs with oversight of the manager
- Manage an ambitious campaign to recruit talented, diverse individuals to join the Fellowship
- Manage admissions, screening, selection procedures and implementation tools
- Execute matriculation process for selected Fellows
- Cultivate and manage a network of Campus Leaders and Volunteers
- Manage database of prospective applicants
- Efficiently using tracking systems to analyze and determine the effectiveness of campaign strategy and execution
- Leverage Teach For Pakistan's constituent relationship management system, Salesforce, to manage constituent base and track campaign's progress

- Organize recruitment events, information sessions, career fairs and assessment centers; provide logistical coordination and conduct effective publicity for recruitment events
- Lead the RSM team members in Karachi to collectively meet the RSM team goals
- Support the organizational development in other program areas

The Ideal Candidate will be a driven and strategic movement-builder, with the following qualifications and experience:

- Bachelor's degree, Master preferred, preferably in the areas of social sciences or humanities, sales, business, management, marketing and communications
- Minimum 4 years of work experience in a role where they have demonstrated exceptional mobilizing and activation skills
- Demonstrated skills in relationship building and stakeholder management
- Strong written and verbal communication skills, especially in English
- Strong data management and analysis skills
- Excellent critical thinking skills
- Prior experience of engagement with youth and/or communications and brand management preferred
- Deeply committed to social change and equal opportunity in Pakistan
- Willingness to travel domestically

Salary and benefits will be competitive and commensurate with the candidate's skills, qualifications and experience.

How to apply: Send us your resume and cover letter at careers@iteachforpakistan.org by **24th April, 2022**. A few important notes to keep in mind for submitting your application, without which it will not be considered:

- Please mention the job title in your email subject
- A generic cover letter will disqualify you from consideration. Your cover letter must address the following questions:
 - Why are you interested in working with Teach For Pakistan?
 - What specific skills, experiences and mindsets make you a good fit for the role and the organization?
 - What challenges would you face in the role and how would you overcome them?

We strongly encourage you to learn more about us at www.iteachforpakistan.org, and our social media pages before applying.