

## Career Opportunity

### Institute Academic Planning Intern, Leadership and Training

**Reporting to:** Assistant Manager, Program

**Location:** Islamabad

**Positions:** 1

**Teach For Pakistan** is a non-profit start-up 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. We envision the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged citizens.

#### The Training Institute

Teach For Pakistan will run a Training Institute in Islamabad, Pakistan for a period of six weeks. Through these six weeks, Teach For Pakistan's newly recruited cohort of Fellows will come together for an intensive pre-service training program. The purpose of this Institute is to prepare Fellows to produce significant academic gains with their students and assume full-time teaching responsibilities starting August. Additionally, the Institute will prepare Fellows to start their leadership development and community mobilization journeys in their Fellowship. The Institute team will work closely with our local school partners so that new Fellows can start off with a high-quality placement school program in their respective communities.

#### The Role

This is an in-person contractual role for the duration of the Training Institute at Teach For Pakistan. The duration of this role is from **19<sup>th</sup> June to 19<sup>th</sup> August, 2023**. Starting and ending dates can be modified on a case-by-case basis, but the intern will be required to commit to around 8 weeks of full-time work in Islamabad. The Academic Planning and Learning department is responsible for developing learning content, curriculum and other resources required for the Institute. The academic planning intern will be responsible for:

- Supporting the development and management of training material and other resources
- Supporting the Institute team to ensure smooth delivery of all Institute sessions and activities
- Managing day to day operations at training schools
- Attending all training sessions to extract and document key learnings

**The Ideal Candidate** is a self-starter who thrives in a high-stakes, fast-paced role in a start-up environment, seeks a learning experience and is deeply committed to social change.

*S/he will have the following qualifications and skills:*

- Enrolment in third or final year of undergraduate studies at an accredited university in Pakistan or abroad. Fresh graduates are also encouraged to apply
- Excellent written and verbal communication skills, in individual and group settings
- Excellent critical thinking and problem-solving skills
- Strong organizational, planning, and time management skills
- Professional attitude with a keenness to learn new things
- Adaptability to work in diverse, fast-paced situations and circumstances

**Stipend:** Institute interns will be eligible for a small stipend to cover transport and other minor expenses.

**To Apply:** Please send your resume and a one-page cover letter to [careers@iteachforpakistan.org](mailto:careers@iteachforpakistan.org) by **31<sup>st</sup> May, 2023**. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection. Please mention the role “Institute Academic Planning Intern” in your subject.