

Career Opportunity

Institute Administration and Logistics Intern

Reporting to: Senior Associate, Administration

Location: Islamabad

Positions: 2

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 **15th June to 15th August, 2023**. Starting and ending dates can be modified on a case-by-case basis, but all interns will be required to commit to around 8 weeks of full-time work in Islamabad. The duty timings will be 7:00 am to 7:00 pm which may be exceeded to complete the assigned tasks as and when required. The working days will be from Monday till Saturday.

The Administration and Logistics department ensures smooth functioning of all Institute operations with respect to logistics and administration. Responsibilities for this role involve:

- Supporting the administration team in procurement of items for Institute (this includes day to day purchases from market)
- Facilitating the administration team in setting up the Institute space (this includes making the training setups i.e., moving chairs, tables and carpets, setting up IT equipment)

- Coordinating with multiple stakeholders to ensure smooth running of day-to-day operations (the intern must remain vigilant all the time to facilitate the requirements during the trainings)

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:

- Excellent critical thinking and problem-solving skills
- Strong organizational, planning, and time management skills
- Professional attitude with a keenness to perform all assigned duties and learn new things
- Adaptability to work in diverse, fast-paced situations and circumstances
- Must have a conveyance and should be familiar with local routes of Islamabad and Rawalpindi

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 by **30th 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 Administration and Logistics Intern” in your subject.