Career Opportunity

Senior Associate, Selection

Reporting to: Manager, Recruitment, Selection and Matriculation

Location: Islamabad

Type: Full Time

Position: 1

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 citizens. 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 Senior Associate, Selection is responsible for ensuring that the best and brightest candidates from the applicant pool are selected for the Fellowship program through outstanding strategic guidance, project management and careful guidance of the team to reach high quality outcomes in selecting candidates of the highest caliber.

The Selection lead follows a research-based competency model to ensure selection of people who have the potential to be Pakistan's future leaders and who will have a transformational impact in classrooms, schools and communities. This role entails working to ensure a fair and consistent experience for all applicants that apply from across Pakistan.

Primary Responsibilities:

- To manage the implementation strategy for the selection of the Teach For Pakistan Fellowship Cohort
- Project manage the execution of the team’s strategy to manage the work flow of applications, assessment centers and final interviews
- Ensure a culture of excellence so that all applicants receive a high quality, consistent and fair experience
- To develop a strong communication plan with applicants at all stages
- To oversee the logistics and resource allocation for all stages of the Selection process
- Research and improve Teach For Pakistan’s competency based selection model for future cycles
- Constantly review and improve efficiency of the workflow and process
- Lead team’s approach to training and support of new and experienced Selectors
- Lead training, evaluation and feedback sessions for team of selectors
- Manage candidate information on Teach For Pakistan’s online data system (SalesForce)
- Actively and positively represent Teach For Pakistan on a daily basis through contact with candidates at the Assessment Centre

The Ideal Candidate will be a driven and strategic movement-builder, with the following qualifications and experience:
- Bachelor's degree, preferably in the areas of social sciences or humanities, sales, business, management, marketing and communications
- Minimum 2 years of work experience in a role where they have demonstrated exceptional project management skills
- Demonstrated sharp critical thinking and organizational ability
- Strong written and verbal communication skills, especially in English
- Strong data management and analysis skills
- Excellent critical thinking skills
- Deeply committed to social change and equal opportunity in Pakistan
- Willingness to travel domestically
- Preferred: Demonstrated understanding of Salesforce or similar data management systems

**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. Since we will be hiring on an ongoing basis the applications sent in earlier will have a higher chance of selection. 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](http://www.iteachforpakistan.org), and our social media pages before applying.