

Career Opportunity

City Manager, Karachi

Reporting to: CEO and Head of Program
Location: Karachi
Employment Type: Permanent

Teach For Pakistan (TFP) is a 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. We envision the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking, and engaged citizens.

Teach For Pakistan is growing its movement aggressively given the scale and urgency of educational inequity in Pakistan. We initiated our regional expansion in Sindh in 2023, starting from Karachi and are aiming to place the first cohort of Fellows in Karachi schools in August 2024. This will be the seeding of a program we hope to see grow and flourish in the province of Sindh over the coming years.

The Role

The City Manager is responsible for setting and pursuing an inspiring vision for Teach For Pakistan's impact in Karachi. S/he will bring to this role a deep understanding of contextual challenges and opportunities in the way of affecting system-change so that one day, all children can access an excellent education. S/he will build a city team of high-performing and inspired program and administrative staff, and ensure seamless and efficient communication and coordination between the city and national teams. S/he will help shape Teach For Pakistan's overall strategic direction, culture and financial sustainability in close partnership with the Chief Executive Officer, Director Programs, and other senior team members.

Primary Responsibilities

I. Fostering and Strengthening Partnerships

- Manage and strengthen the relationship with the government to ensure effective program delivery and financial sustainability, including but not limited to the provincial education and planning ministries; Chief Minister's office; Karachi Mayor's office; and district education staff
- Continuously identifying new champions for Teach For Pakistan's mission within the government in support of the organization's strategic and operational goals
- Grow and maintain relationships with other non-government organizations that can enable Teach For Pakistan to multiply its impact
- Support new donor cultivation and existing donor stewardship by participating in meetings, attending events and engagements, inputting into proposals and reports
- Building a strong brand presence for Teach For Pakistan in Karachi, including speaking engagements and media interaction.

II. Organizational Development and Programmatic Support

- Oversee day-to-day operations of Teach For Pakistan in Karachi, and ensuring administrative support to program activities and personnel
- Ensuring smooth communication between the Karachi and Islamabad offices enforcing existing systems and protocols, setting up new ones when needed, diagnosing potential problems, and building relationships with Islamabad-based staff

- Supporting hiring by interviewing candidates for Karachi-based positions
- Building a strong team and team culture aligned to our Core Values via systems and routines
- Creating and inputting into budgets and reports for city operations
- Provide strategic input to the CEO and Head of Program to shape the growth of the Karachi program
- Helping ensure program quality through regular observation of activities being undertaken
- Supporting program activities, specifically Fellow recruitment, selection, training, ongoing support and placement, and Fellowship Alumni Engagement
- Anticipating and trouble-shooting for operational challenges

The Ideal Candidate is a visionary leader who thrives in a start-up environment, naturally enjoys creating relationships, is excited by community/network-building work, and is deeply committed to social change and equal opportunity.

- Bachelor's degree required, Masters preferred, in the areas of business, management, education and/or public policy
- 5-7 years of experience of managing teams and coordinating across complex workstreams
- Demonstrated ability to think strategically and see the big picture
- Strong belief in the TFP's theory of change through leadership at the school and system levels
- Excellent critical thinking skills, ability to problem-solve and find solutions
- Strong understanding of Karachi's political and socio-cultural history and the present and the education system in the city
- Strong organizational, planning, and time management skills
- Adaptability to work in diverse situations and circumstances
- Excellent written and verbal communication skills

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

To Apply:

Application Deadline: March 10, 2024

Submit your application by filling out the form by the mentioned deadline. Since we will be hiring on an ongoing basis, the applications sent in earlier will have a higher chance of selection.

For the application form: [Click Here](#)

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