
Career Opportunity
Senior Associate Operations

Reporting to: Manager, Karachi Region

Location: Karachi

Recruitment Type: Full-time

Teach For Pakistan 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.

The Role

Teach For Pakistan is looking for a Senior Associate Operations to join our team in Karachi region. The selected candidate will provide support on day-to-day administrative & procurement matters and ensure the smooth functioning of the Karachi office.

Primary responsibilities of the role include:

- Arrange travel, accommodation, and other logistics for the team as needed within the city and outside of the city.
- Serve as the focal point for procurement across teams, including vendor sourcing, purchase management (assets, supplies, printing, scanning, and other services), and contract processing.
- Maintain and monitor inventory records, ensuring proper tagging of assets, organization of asset management files, and timely procurement of supplies (groceries, stationery, office materials).
- Preparing and maintaining supporting documents for purchase orders, contracts, payments, and advance adjustments. Monitor payment execution and ensure timely settlement of utility bills.
- Manage cash advances for office repairs and maintenance, ensuring timely reconciliation.
- Oversee smooth functioning of office machinery, IT equipment issuance, and EVO recharges.
- Provide logistical and administrative support for meetings, trainings, conferences, workshops, and other events. Manage meeting room reservations.
- Oversee courier services and efficient mail distribution.
- Develop and manage systems for storing and organizing files and records.
- Identify and address administrative challenges, continuously improving processes for efficiency.
- Perform any other tasks assigned by the Line Manager to support organizational goals.

The Ideal Candidate

We are seeking a responsible, proactive problem-solver with a strong background in administrative management, exceptional attention to detail, and a commitment to our mission. The ideal candidate will be eager to support programmatic activities and take the initiative to drive organizational goals forward.

Qualifications & Competencies

- Bachelor's degree in Business Management, Administration, Procurement, or a related field.
- 2–4 years of hands-on experience in administrative management; prior experience in NGO/INGOs preferred.
- Strong ability to collaborate within the organization and engage effectively with external stakeholders.
- Demonstrated experience in administrative operations and procurement processes.
- Ability to work independently and collaboratively in a dynamic environment.
- Capacity to manage multiple tasks efficiently, work in a fast-paced organization, and ensure accuracy in all administrative and financial activities.

To Apply

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

Please fill out the application form to apply <https://forms.gle/SJKg4HwjiJag93w6>

We strongly encourage prospective candidates to conduct thorough research on our organization by visiting www.iteachforpakistan.org and exploring our social media pages before submitting their applications.