

**Internship Opportunity**  
**Institute Intern - Operations**

**Reporting to:** Manager, Operations

**Location:** Islamabad

**No. of Positions:** 1

**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 will run a Training Institute in Islamabad 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 will be full time, in person, and contractual for the duration of seven weeks, i.e., from 29th June 2026 to 13th August 2026.**

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

- Maintain and update inventory records on a daily basis to ensure accurate tracking of all stock.
- Manage the issuance of inventory items while maintaining proper documentation of stock inflow and outflow.
- Record daily photocopier meter readings and maintain accurate logs of all external printing and photocopying activities.
- Facilitate the setup of training spaces, including the arrangement of seating, projectors, and required materials.
- Coordinate the arrangement of refreshments, including tea and meals, in accordance with session requirements.
- Ensure all pre-session setups are completed efficiently prior to the start of each training day.

- Oversee post-session closure activities, including space organization and preparation for subsequent use.
- Utilize session-wise checklists to ensure all required materials and equipment are available and fully functional.
- Coordinate with support staff to ensure cleanliness, maintenance, and overall upkeep of the Institute premises.
- Assist in managing transportation arrangements for staff and participants as required.
- Support logistical, stationery, and operational requirements during summer school at external venues.
- Ensure effective coordination of travel and on-ground operations during the institute
- Ensure that all session requirements are fulfilled to facilitate smooth and uninterrupted operations.

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

#### **Qualifications & Competencies**

- Enrollment in the third or final year of undergraduate studies at an accredited university in Pakistan or abroad. Fresh graduates are also encouraged to apply
- Excellent critical thinking and problem-solving skills
- Strong organizational, planning, and time management skills
- A professional attitude with a keenness to learn new things
- The adaptability to work in diverse, fast-paced situations and circumstances

**Stipend:** The intern will be eligible for a monthly stipend to cover minor expenses.

**How To apply:** Submit your application through filling the form by **15th May 2026**. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection.

Form link: <https://forms.gle/sikH1SpnPsE5GMey8>

We strongly encourage you to learn more about us at [www.iteachforpakistan.org](http://www.iteachforpakistan.org) and our social media pages before applying.

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