

Assistant Manager Programs (Education & Skills Development)

KDSP – Karachi Chapter



Responsibilities:

Research and Documentation

- Explore training and development opportunities for all facilitators and trainers.

Program Implementation

- Plan, organize, and supervise the effective functioning of education and skills programs.
- Coordinate with the facilitators and supervise the development of IEP evaluations, evaluation reports, lesson plans, and home plans on a daily basis.
- Conduct and observe classroom sessions and instructor/facilitators' performance on a regular basis for tracking progress and troubleshooting.
- Coordinate with parents for home plans, monitoring and evaluation of student's progress and conducting parent teacher meetings and parental involvement sessions.
- Maintain assessment logs to measure impact in terms of student learning outcomes achieved.
- Coordinate facilitation of financial assistance of parents.
- Conduct regular meetings with teachers/facilitators to ensure individual student records and lesson plans are being updated
- Conduct screenings and admission interviews for eligible students for the programs
- Managing and supervising students in different settings including field trips, classes and engagement activities
- Complete any other task assigned by the management.

Advocacy and Partnerships

- Serve as hub of communication between KDSP and relevant stakeholders
- Develop partnerships with different vocational institutes.

Requirements:

- Bachelor's degree in Education, Social Sciences, Psychology or a similar field from an HEC recognized institution.
- Minimum 02-03 years of relevant work experience.
- Exceptional written and verbal communication and documentation skills.
- Highly organized, responsible and compassionate.
- Must be able to work in close collaboration with teams and peers.
- Must be proficient with using Email, MS Office Applications and Google Workspace Applications.
- Must have excellent creative skills.

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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