

Project Coordinator (Education)

KDSP – Karachi



Responsibilities:

Preceding Project Implementation:

- Conduct appropriate research and design tools to measure the impact of the project.
- Reach out to educational organizations to register for the training.
- Create and implement a sustainable marketing campaign for the project.
- Develop relevant policy and implementation documents for the program.
- Liaise with the animation team to create animations relevant to the trainings.
- Ensure all modules are complete with training manuals, material requirements and presentations.
- Hire a team of trainers and facilitators to conduct the trainings.
- Any other tasks assigned by management.

Project Implementation:

- Delegating schools to trainers for each training cycle.
- Planning for and overseeing all operational and logistical requirements of the training, which includes managing material, stationary requirements and transportation requirements for each training.
- Supervising the trainings and ensuring they are happening timely.
- Troubleshooting any operational or logistical issues faced by trainers.
- Collecting, recording and monitoring data related to training impact and implementation.
- Maintaining relationships with all stakeholders of the program.
- Following up with trainees and schools to collect feedback.
- Holding regular check-ins with trainers and facilitators to ensure smooth functioning.
- Any other tasks assigned by management.

Requirements:

- Min. Bachelor's degree from an HEC recognized institution.
- Min. 01 to 02 year(s) 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 and Google Workspace applications.
- Must have excellent creative skills.

Note: This is a contractual position.

To apply, please email your CV at **jobs@kdsp.org.pk**
Please mention the position title in the subject line.



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