

Career Opportunity

Manager, Recruitment, Selection and Matriculation (RSM)

Reporting to: Chief Executive Officer (CEO)
Location: Islamabad
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. To that end, we are aiming to grow our movement aggressively over the coming years, and are looking for team members who will work passionately and rigorously to achieve this goal.

The Role

Position Summary

The Recruitment, Selection and Matriculation (RSM) team is responsible for all activities related to attracting, recruiting and selecting the most promising young talent for Teach For Pakistan's Fellowship program. The Fellowship is a two-year, full-time program for future leaders to teach in under-resourced schools and communities, and develop the understandings and skills required to affect long-term systemic change.

The Manager, as team lead, will be responsible for designing and implementing short-term and long-term strategies to grow the Teach For Pakistan movement by building a larger and increasingly diverse talent pipeline. The Manager will lead the annual recruitment drive ensuring a target pool of high-quality applications, and manage selection and matriculation processes to secure the most capable talent for the Fellowship program.

Key Measures of Success

- Successfully recruit and place a target number of quality participants for the Fellowship in future recruitment cycles
- Strengthen systems and processes, and develop a strong team to meet quantitative and qualitative recruitment, selection and matriculation targets.

Primary Responsibilities

- Creating the annual recruitment strategy in alignment with the organization's broader goals, including setting targets for outreach and quality applications from each target university
- Developing and maintaining partnerships with universities, corporates and other entities to facilitate sourcing and recruiting of fresh graduates and young professionals

- Building, maintaining and leveraging networks with student leaders/influencers/groups, administrators, faculty members, career service advisors, and other key gatekeepers to the young talent recruitment pool
- Creating and managing an ambitious annual campaign to recruit talented, diverse individuals to join the Fellowship, in close collaboration with the marketing and communications team, including:
 - Overseeing the Campus Leader program, a key university campus recruitment strategy
 - Actively identifying and targeting the most outstanding graduate talent, and successfully influencing them to apply for the program
 - Exploring and executing strategies to ensure that young professionals already in the workforce also apply for the program
 - Develop and oversee the execution of a multi-media campaign to lift the brand and support on-ground recruitment, including social media, print, radio and influencers/brand ambassadors
- Building, inspiring and managing a passionate, target-oriented and values-aligned team of recruiters who can adapt and problem-solve independently to meet recruitment targets
- As a recruiter, manage on-campus recruitment campaign at the highest priority universities
- Establishing and strengthening partnerships with leading graduate employers; graduate schools and scholarship granting institutions to secure incentives for TFP Fellows
- Evolving selection procedures and tools, in alignment with Teach For Pakistan’s vision for impact in schools, communities and the wider system
- Overseeing logistical and administrative arrangements for the selection process to ensure a positive candidate and selector experience
- Developing and managing the execution of the matriculation process for selected Fellows
- Managing a selection and outcomes research agenda to inform future changes to recruitment and selection strategies
- On-boarding, training and supporting a high-performing team who have the skills needed to be successful in a fast-paced, goals-driven environment
- Developing annual strategy, work-plans and budgets for the RSM team, working with the CEO
- As a member of the Senior Management of the organization, supporting in organizational development and strategy, particularly in areas of scale and partnerships
- Support other functional areas particularly in areas of Training and Support of Fellows.

The Ideal Candidate is a self-driven movement-builder who thrives in a high-stakes, target-oriented role, and is deeply committed to social change and equal opportunity.

S/he will have the following qualifications and experience:

- Masters degree in the areas of business, management, marketing and communications, humanities or social sciences
- 5+ years of work experience, with prior experience of building and managing fast-paced teams
- Demonstrated skills in relationship building. Can develop and cultivate relationships and networks in order to achieve results
- Able to effectively translate high-level strategies into execution plans
- Able to efficiently organize, prioritize, plan, track and manage resources
- Excellent written and verbal communication skills, especially in English
- Excellent data management and analysis skills, especially the ability to use data effectively to develop accurate assessments and guide decision making
- Excellent critical thinking skills, ability to problem-solve and find and develop opportunities
- Willingness to travel domestically
- Knowledge of the Pakistan graduate market

Other Details

Please note that evening (and occasionally weekend) work will be required to deliver an effective recruitment campaign during peak recruitment time.

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

To Apply please send us your resume and cover letter at **careers@iteachforpakistan.org** by **July 20, 2020**. A few important notes to keep in mind for submitting your application, without which it will not be considered:

- Please mention the job title in your email subject.
- A generic cover letter will disqualify you from consideration. Your cover letter must address the following questions:
 - Why are you interested in working with Teach For Pakistan?
 - What specific skills, experiences and mindsets make you a good fit for the role and the organization?
 - What challenges would you face in the role and how would you overcome them?

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