



Career Opportunity
Senior Associate, Recruitment Selection and Matriculation (RSM)

Reporting to: Manager, Recruitment, Selection and Matriculation

Location: Islamabad

Teach For Pakistan (TFP) is a non-profit start-up committed to driving systemic change in education through enabling Pakistan's best young talent to teach for two years in underserved communities. TFP has recruited and supported over 150 excellent teachers and education leaders. We aim to grow this number aggressively given the scale and urgency of education inequity in Pakistan.

The Role

We are looking for a self-starter who thrives in a high stake role in a startup environment, and is able to support fast paced teams. He/she will ensure a significant pool of quality applications as well as design and manage the selection and matriculation processes to ensure the best intellectual talent for the Fellowship program.

Primary Responsibilities:

- Manage partnerships with leading graduate employers, graduate schools and scholarship granting institutions to secure incentives for TFP Fellows;
- Establish and manage partnerships with higher education institutions and organizations to facilitate sourcing and recruiting activities for fresh graduates and young professionals;
- On-ground recruitment of graduating students in the country's top universities and young professionals at leading firms and NGOs;
- Manage Social Media and create digital content such as blog post, articles and marketing content;
- Manage an ambitious campaign to recruit talented, diverse individuals to join the Fellowship;
- Manage admissions, screening, selection procedures and implementation tools;
- Execute matriculation process for selected Fellows;
- Cultivate and manage a network of Campus Leaders and Volunteers;
- Evaluate effectiveness of strategies and recruitment campaign through data collection and analysis;
- Leverage Teach For Pakistan's constituent relationship management system, Salesforce, to manage constituent base and track campaign's progress;
- Organize recruitment events, information sessions, career fairs and assessment centers;
- Support the RSM team members to collectively meet the RSM team goals;
- Support the organizational development in other programmatic areas;
- Any other tasks as assigned;

The Ideal Candidate should have the following credentials:

- Bachelors degree, preferably in the areas of social sciences or humanities, sales, business, management, marketing and communications;
- 2-3 years of work experience;
- Deeply committed to social change and equal opportunity in Pakistan
- Demonstrated skill in relationship building and stakeholder management
- Strong written and verbal communication skills, especially in English
- Strong data management and analysis skills
- Excellent critical thinking skills
- Prior experience of engagement with youth and/or communications and brand management preferred
- Ability to travel domestically

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

How to apply: Send your resume and a one-page cover letter at careers@iteachforpakistan.org by **Friday, November 29th 2019**. Please mention role in the subject line. Focus your cover letter on the following:

1. Why are you interested in working with Teach For Pakistan?
2. Why do you think you will be successful in this role?
3. What will you find most challenging about this position?