



Zindagi Trust
School Project Manager

Job Description

Location: Karachi

Context: Zindagi Trust took on SMB Fatima Jinnah Government School and Khatoon-e-Pakistan Government School as pilot projects of school reform and introduced interventions in infrastructure, administration, governance, teacher development, academic reform, co-curricular and extra-curricular programs. The schools today stand transformed into modern, creative schools at par with any private school in the city winning inter-city competitions against the best schools in fields as diverse as chess, science and football.

Buoyed by the success achieved in transforming these government schools, the Trust has decided to take on the next school under this school reform project. The process of school reform at each of the schools was led by a full-time Project Manager reporting to Zindagi Trust and working closely with the government apparatus.

We envision a similar leadership role for the Project Manager at the next school to be adopted under this reform project.

Purpose and Scope: The role of the School Project Manager will be that of a leader of government school reform at the selected school. The PM will adapt the reform policies of Zindagi Trust to turn the selected school around into a well-oiled institution which believes in developing the young generation into thinking, responsible and well- rounded citizens.

The PM is responsible for training the current/ future Headmistress and Section Heads so that they may be able to manage tasks independently in the absence of the PM. The PM will lead and supervise the head teachers and other staff to improve the quality of education and oversee administration of facility and resources. The PM will also be instrumental in fostering a culture of exploratory learning through co-curricular and extra-curricular activities at the school.

Experience: The ideal candidate should have school management experience of at least 5 years or more

Reports to: Zindagi Trust CEO

Major Responsibilities:

- Administer total range of activities in the school, including but not limited to academic instruction, admissions and enrolment, attendance/punctuality, teacher development, co-curricular and extra-curricular programs
- Maintain necessary staffing and students' records, statistical data, school assets and general records

- Fulfill the requirement of Education Dept regarding students data and teachers attendance in collaboration with the HM
- Manage the administration of the Institution by adequately co-opting the Headmistress, Section Heads and Coordinators in discharge of administrative duties
- Ensure regularity, punctuality and discipline among staff and students sp. ensure, with support from the HM, strict adherence to school timings i.e. 0745-1330 hours, Monday through Saturday
- Maintain a healthy school environment and take measures for the safety and security of staff, students, assets, property and premises
- Maintain harmonious relationship with parents and community
- Ensure the implementation of academic instruction in accordance with the schemes of studies and prescribed syllabi, examination requirements and procedures
- Provide adequate teaching material, equipment and facilities for the promotion of quality teaching in the school.
- Continuously review and assess the performance of teaching staff through regular classroom observation, and accordingly counsel, guide and coach them to improve their quality of teaching
- Develop student programs in sports, art, culture, environment, health, awareness and other co-curricular and extra-curricular fields through regular classes, guest talk, special workshops, competitions and exhibitions, encouraging participation in local and national competitions.
- Engage with community and expand the outreach of both the project and the school through PTMs, Open House events, school exhibitions in art or science, guest talks and visits by volunteers, public figures, community leaders, government officials, etc.
- Engage with other organisations (non-profits, universities, independent researchers, government) working on education reform, sp school reform
- Ensure strict adherence to financial policies and procedures
- Compile quarterly assessment of the targets achieved and evaluate the causes in case of inability to meet the targets
- Present on the school's achievements, targets and obstacles to a Steering Committee chaired by a nominee of the Secretary, Education
- Document all the changes and interventions
- Initiate and facilitate yearly audit of academic changes and interventions
- Advise ZT and government on affairs of the school and recommend interventions towards improvement, when required
- Any other duties as may be reasonably expected and which are commensurate with the level of the post

Interested candidates should send their resumes and a cover letter to info@zindagitrust.org