



Job Vacancy

Charter for Compassion Pakistan (CfC) was launched in February 2011 as a local initiative inspired by the Charter for Compassion International, a global program by a multi-faith, multi national council of thinkers and leaders led by Karen Armstrong, a celebrated author.

Charter for Compassion Pakistan (CfC) aims to create a vibrant, peaceful, and compassionate society through the creation of innovative programs, education, and training on compassionate thought and action. Our programs, tools, and activities allow our Stakeholders and Partners the opportunity to explore the value of collaboration, empathy, and compassion within their own respective entities, and institutionalize these positive changes across all sections of society.

JD for Compassionate School Network Associate

- Coordinate, monitor and implement program activities for CSN initiatives, including conducting trainings, workshops and conferences, site visitations, technical assistance and regular correspondence and follow-up with stakeholders.
- Conduct and participate in regular project meetings to facilitate communication and project implementation.
- Assist in developing proposals, communications external/internal and presentation material.
- Develop database for school management and stake holders.
- Research and design educational activities and intervention plan for schools.
- Assist Programme Manager in developing a monitoring and evaluation plan for capturing the quantitative and qualitative data to report on project performance.
- Manage Partnerships with other NGOs who can play a role in making the programme successful.
- Design Educational Materials: develop lesson plans, and other education material independently and in conjunction with partner organizations.
- Translate research on compassion into concrete educational tools and programs.
- Assist Programme Manager and other relevant staff in developing appropriate baseline evaluation methods and data collection for the program.
- Writing report on the science of compassion as it relates to education, distil and translate best practices on CSN Compassion skills (e.g. gratitude, empathy generosity, action, loving-kindness, mindfulness, self-compassion, forgiveness, courage, humility).
- Evaluate prospective partnerships to determine with which individuals, groups, and organizations CfC should work to produce educational materials that help teach compassionate skills.
- Work closely with the CSN - Training Associate.



- Hire and train the team for operational purposes
- Assist and managing events for the project
- Weekly report on project performance.

Job Specification:

Great educational background, preferably in the fields of Education or Social Science for project.

Experience working in deadline-driven environments.

Able to work well in a team environment, handle multiple assignments and meet deadlines.

Skills

- Confident and Responsible
- Excellent Leadership and Communications Skills
- Quick learner
- Able to work in a low income community
- Excellent Research Skills
- Communication and compassionate skills are required
- Proven working experience in the Development sector
- Solid organizational skills including attention to detail and multi-tasking skills

Please send your CV at info@charterforcompassion.org.pk with the subject Project Associate (CSN).