



**Job Title:** Assistant Manager - Compassionate School Network Associate

**Responsible for;**

- 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
- Writing reports
- Research and design educational activities and intervention plan for schools
- 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 and Manage in developing appropriate baseline evaluation methods and data collection for the program

**Requirement:**

Qualification: Minimum Master in Social Sciences from HEC recognized University

Experience: At least 2 years of working experience in similar capacity

**Apply at:** [careers@charterforcompassion.org.pk](mailto:careers@charterforcompassion.org.pk)