

## JOB ANNOUNCEMENT

# JOB DESCRIPTION: PROGRAM ASSOCIATE

## About Center for Social Innovation in Developing Countries (CSIDC)

Center for Social Innovation in Developing Countries ([CSIDC](#)) is a Karachi-based organization that educates, trains and coaches change agents to grow in the practice of Leadership and Organizing.

For communities to realize their rights, collective action is required to claim and exercise power. In order to win on key causes, we need more strategic and broad based social justice campaigns. Ongoing dynamic learning is core to social movements becoming bigger, smarter and stronger. If social change campaigns and organisations are going to thrive, then education and training needs to be at the heart of the journey.

We work in Pakistan in partnership with [AktivAsia](#) on climate justice. We also have a large portfolio of international clients with whom we facilitate learning experiences in Asia and globally. We are an organizational affiliate of the [Leading Change Network](#).

## About the Role

**Location:** Karachi

**Job Type:** Full time, in office. This role starts with a one year contract, given after a three month probation period. Renewal is based on successful performance review.

**Reports to:** CEO, CSIDC

In one sentence, in this full-time job you play a proactive strategic role to ensure that the implementation of the CSIDC programs and projects is done effectively and efficiently, taking into account the nature of its clients, principles of high participation of its constituents, and accountability to its supporters.

**This role will assist the CEO in implementing four important goals:**

1. Organise interactive online trainings for progressive change agents working on social justice issues in Asia and beyond
2. Organise online and in-person trainings for campaigners and community organisers working on climate justice and social justice issues in Pakistan.
3. Assist in the adaptation of global curricula to Pakistani context, assist in relational work, and organise training of alumni to prepare them to become trainers and facilitators.
4. Creating a community organising and activist educator's guild, and community of practice, that helps catalyse and support grassroots campaigns in Pakistan

## Key Responsibilities

### *Project Management*

- Create time bound and realistic work plans in alignment with training program objectives.
- Assist CEO in ensuring all ongoing projects are implemented according to requirements, with exceptional quality.
- Lead effective and timely project evaluation and reporting.
- Analyze data to identify the right groups and individuals to participate in different stages of the project.
- Draft one-pagers, reports and briefs based on primary and secondary data.
- Keep track of numbers, outcomes and outputs, interview beneficiaries, and analyze data to provide qualitative and quantitative inputs for multiple phases of client and donor reporting.

### *Training Coordination*

- Prepare the implementation of training, including coordinating with partners in preparation and implementation.
- Carry out the process of recruiting training participants in accordance with predetermined training targets.
- Manage complex logistics around organization of online and in-person events, workshops or other activities. This includes identifying who to have in the room for a training, extending invites, following up, drafting and printing materials, keeping track of RSVPs, taking detailed notes, and working with team members to manage tech and other key logistics of the events.
- Keep a close track of the project's timelines and ensure effective and timely execution of each component by following up on different aspects of the work etc.
- Schedule and document regular stakeholder meetings.
- Maintain close records of the process including minuting meetings, filing emails, etc.

### ***Community Outreach and Organising***

- Assist CEO to reach out and build a constituency with stakeholders, including communities involved in the project ecosystem.
- Organising constituents to ensure their maximum participation in the project.
- Research content, distill data, prepare presentations and other strategic outputs for meetings.
- Prepare reports and other communications products for dissemination amongst stakeholders.
- Lead on crafting new proposals.
- Lead on communications.

### **Key Competencies and Criteria**

Candidates are expected to have experience in assisting the implementation of medium-scale projects, preferably in education, and/or people development. They need to have a can-do attitude, extreme attention to detail, an exceptional growth mindset, positivity, and thrive in a culture of strong team-work and direct feedback. Candidates are also expected to have commitment to building collective strength through training, coaching and organising.

#### ***Key Competencies***

The Program Associate should have:

- **Intellectual Rigour** – should be able work independently and do the research required for decision-making support, have extreme attention to detail, should display intellectual curiosity, has a broad understanding of more than one area of work, can support decision making at a macro level while, simultaneously, guide junior staff members.
- **Relationship Building** – should possess exceptionally high emotional intelligence, be fluent in Urdu written and spoken skills, have strong relationship-building skills with teams and constituents from diverse backgrounds, be able to name and celebrate small wins, be an equal contributor to meetings on strategy and vision as well as in meetings on execution and logistics.
- **Functional expertise** – should be able to juggle and manage multiple projects, completes assigned tasks on time knowing that their actions impact others, has expert knowledge of all the organisation's work streams, takes on challenges actively and is solution-minded, is willing to be consistently trained and undergo mindset, skill and knowledge enhancements, has very strong written and spoken English communication skills.

- **Team Work** – should be reliable, and can be counted on to not cut corners, is able to break silos and join the dots for the team, understands what other team members are doing and volunteers help.
- **Emotional intelligence** - has exceptional growth mindset with an ability to take, absorb, reflect on and quickly apply direct feedback, highly proactive with an ability to “stay on top of the game”; high self-discipline and motivation to do this work because they really want to, not because they have to, is able to name what's working before what's not, takes responsibility to grow the team.

**Candidates are expected to meet the majority of the following criteria:**

- Have at least 3-5 years of relevant work experience, including project management experience in a start-up or an early-stage project
- Experience in the implementation of projects preferably in education and/or leadership and people development.
- Demonstrates academic intelligence, preferably having a Master's degree from a reputable institution.
- Exceptional English writing and verbal skills.
- Able to work under minimum supervision, independently motivated, and have good self-management skills.
- Able to work flexible hours to accommodate different time zones.
- Ability to work evenings and weekends as and if needed.
- Willingness to travel.

### **What will you get**

- Work with progressive, open-minded people who believe in the power of coaching as a way for personal development.
- Competitive salary
- Exposure to a good cross-cultural and international work environment
- Opportunity to work with an organisation with deep intentionality around social change

### **Application process**

Please apply by sending in a one-page **cover letter** to [noor.masood@csidc.org](mailto:noor.masood@csidc.org) detailing how you fit the role (focus closely on the description of the ideal candidate), your **resume**, and your **last salary**.

**We are taking rolling applications till the role is filled.**