

## JOB ANNOUNCEMENT

# JOB DESCRIPTION: PROGRAM ASSOCIATE LEARNING AND PARTICIPANT EXPERIENCE (LPE)

### About 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 Community Organizing to address issues related to climate, gender, and their intersection.

We work in Pakistan in partnership with [AktivAsia](#). We also have a large portfolio of international clients with whom we facilitate learning experiences in Asia, Australia, and other regions. 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:** Manager LPE, CSIDC

In one sentence, in this full-time job you play a proactive strategy and execution role to ensure that the work of the Learning and Participant Experience (LPE) team is done effectively and efficiently, taking into account the purpose of a project, the nature of its partners, principles of high participation of its constituents, and accountability to its supporters.

LPE is dedicated to enhancing learning outcomes and fostering holistic experiences for changemakers committed to driving meaningful change in their communities. It is responsible for:

1. Designing and delivering learning experiences that lead to measurable and meaningful outcomes; increasing the knowledge and skills of different groups of people relevant to campaigns and organizing efforts

2. Ensuring participants' have deeper experiential learning by curating environments and materials that engage participants more holistically and encourage them to deepen engagement
3. Continually evaluating and improving our ways of working to enhance team's capacity and participants' experiences and campaigns; increasingly derive learning from participants' realities and experiences, collect feedback and make data-driven adjustments

This job requires travel, the ability to work across different time zones, and ability to work evenings and weekends as and if needed.

## Key Responsibilities

### ***Teaching and Coaching***

- Internalize the teaching and coaching frameworks followed at CSIDC. These include Marshall Ganz' social organizing framework and Ron Heifetz' Adaptive Leadership framework. Opportunities will be created for learning, prior knowledge is not required, albeit preferred.
- Develop training design based on teaching objectives, integrity of framework, and core purposes of the learning experience.
- Create agendas and training materials that reflect training objectives.
- Coach and train different participants in online and in-person settings, in Urdu and English, including in very simple settings.

### ***Training Coordination***

- Lead on the implementation of training, including coordinating with partners in preparation and implementation.
- 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.
- Lead on scheduling and documenting regular stakeholder meetings. Lead on researching content, distill data, prepare presentations and other strategic outputs for meetings.

### ***Research and writing pedagogical tools including Case Studies***

- Conduct in-depth research and author multiple case studies of grass root level movements for climate justice and social justice in Pakistan.
- Break down larger questions into substantive well thought out pieces.

- Develop a research methodology to investigate the core topic.
- Conduct desk based research and distill key findings effectively.
- Design, document and analyze primary data collected through focus groups and interviews.
- Effectively write the case study in an engaging and clear format.

### ***Project Management***

- 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.
- Create time bound and realistic work plans in alignment with training programme objectives.
- Assist Manager, LPE in ensuring all ongoing projects are implemented according to requirements, with exceptional quality.
- Lead effective and timely project evaluation and reporting.
- 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.
- Analyze data to identify the right groups and individuals to participate in different stages of the project.

## **Key Competencies and Criteria**

### ***Experience and skills***

- Have at least 5-7 years of relevant work experience, including research, teaching, and project implementation experience in education, political mobilization and/or people development.
- Those with direct grassroots organizing experience will be preferred.
- Demonstrates academic intelligence, preferably having a Master's degree from a reputable institution; or outstanding work experience instead.
- Strong organizational and time management abilities to handle multiple tasks and prioritize effectively
- Utilize strong problem-solving skills to address any obstacles that may arise during program design and implementation.
- Fluency in English and Urdu is required, both spoken and written. Regional language proficiency is a plus.

### ***Attitudes and mindsets***

- Holding deep care and concern for the people we work with, recognizing that their experiences and efforts are central to achieving our vision.



- Open to receiving and internalizing feedback, using it as a catalyst for continuous progress and innovation.
- Eager to foster positive intentional relationships
- Demonstrated ability to work interdependently and as part of a team in a fast paced environment
- Think strategically, proactively identify opportunities to enhance the impact of our programs

### What will you get

- Work with progressive, open-minded people who passionately believe in nurturing grassroots-led change.
- Constructive and positive work environment.
- Mentorship and feedback based work culture that leads to growth.
- Competitive salary.
- A workplace that cuts all the way from international and regional settings to local grassroots organizations.
- Opportunity to work with an organization with deep intentionality around social change.

### Application process

Please apply by sending in a one-page **cover letter** and **writing sample** to [info@csidc.org](mailto:info@csidc.org) with subject "**Application: Programme Associate - LPE**" 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. Please apply early to avoid disappointment.**