

## **Terms of References (ToRs)**

### **Coordinator: Academics and External Relations**

**Location:** National Curriculum Council, Islamabad

**No. of Positions:** Two (02)

**Duration:** December 15 - June 15

**Payroll:** Ministry of Federal Education and Professional Training

**Compensation:** 150,000 PKR

#### **Background**

The National Curriculum Council (NCC) Secretariat, Ministry of Federal Education and Professional Training (MoFEPT), has been engaging in ongoing curricular reforms across the country. NCC envisages comprehensive curricular reforms to provide quality education to all children of Pakistan. The reform exercise includes four verticals: 1) Standards, 2) Textbooks, 3) Teachers and 4) Assessments. During the different phases, the curriculum reform project focuses on various aspects of the four verticals, often simultaneously. This is crucial because of the interconnected nature of student learning outcomes, learning resources, and practices of teaching and testing.

#### **Objective**

To coordinate, facilitate and document the process and progress across the four verticals (Standards, Textbooks, Teaching and Assessments).

#### **Roles and responsibilities**

- Academic Coordination:
  - Coordination of timelines and deliverables for the four verticals
  - Logistical and organizational support for the four verticals
  - Documentation of various stages and steps of the curricular reform exercise
- External Relations & Communications:
  - Stakeholder management
  - Writing and documentation: reports, concept notes, policy briefs, minutes, presentations, response to propaganda, newspaper articles, and important documentation for high level officials' meetings such as with provincial ministers
  - Social media management

#### **Eligibility Criteria**

- Education and Work Experience:
  - Bachelors' degree from a highly ranked university within Pakistan or abroad: The degree may have a focus on Education or Social Sciences

- Education or work experience in the education sector, with an emphasis on improving the quality of education delivery
- **Required Skills:**
  - Strong verbal and written communications skills.
  - Excellent organizational skills; ability to manage deadlines and to work independently and in teams.
  - An understanding and knowledge of contemporary education needs in the Pakistani context
  - Ability to work in the field in sometimes difficult and challenging environments.

### **How to Apply**

Interested candidates , may submit their expression of interest (EOI) in a written form **(covering clearly mentioning the position title in the subject line, enclosed with a detailed CV containing therein all requisite information) to address mentioned below (in-person/ by courier/ by registered mail)**

Section Officer (General)  
Room No.131, Block-‘C’, Pak-Secretariat,  
Islamabad.  
Ph: 051-9204248

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