



Role: CfC Programmes Support Officer (Contract) Full-time - Islamabad-based

Who we are

Cities for Children (CfC) is a non-profit organisation that is working to support the learning and well-being of children living in urban poverty. CfC's main goal is to protect the "right to childhood" – the right to read, to play, and to safety. We see, count and care about vulnerable children that few others currently serve, including those from refugee and migrant communities who settle on the margins of cities. Many of these children are 'on' or 'of' the streets and are forced to choose between going to work or school. Our programs help associate learning with joy and motivate children to stay in education.

What we do

Especially for children at risk and on the move, we want to create a store of happy memories that build their resilience. We create thoughtful and impactful programs under our 'Right to Childhood' approach, weaving together three strands to promote both learning and wellbeing:

- The right to read: e.g. our "Seekho Sikhao Saathi" (Partners in Learning) projects, involving playful learning sessions for early years based on a Child to Child school readiness model and Montessori principles. Our various iterations of the program have reached 2800 children across Pakistan and created champions of education among Pakistan's urban slum communities. We are now planning to scale this up.
- The right to play: our "Hansti Basti" (Happy Hoods) structured recreation programmes, particularly engage cohorts of university volunteers to build socioemotional skills for street-connected children and contribute to communities.
- The right to feel safe: we have advocated, and continue to do so, against the culture of violence and corporal punishment within and outside schools and present alternative positive disciplining methods to teachers and parents

About the Role

This is an exciting opportunity to be a part of a growing and dynamic young organisation and facilitate the scaleup phase. We are seeking a dedicated Programmes Support Officer to facilitate the implementation of our upcoming programmes falling under each of our strands of work.

SCOPE OF WORK

The role will be confirmed after a three-month probation period and will involve the following main areas of work

1. Programme support
 - Training and programme implementation support for Seekho Sikhao Saathi programmes, including weekly monitoring visits to our project sites.
 - Implementation of Hansti Basti playful learning projects including volunteer management, training and support.
 - Liaising with partner organisation staff including other NGOs, universities and schools for street connected children.
 - Supporting the Monitoring, Evaluation and Learning function of the CfC projects, including conducting focus group discussions, facilitating the setting up of M&E mechanisms with partners and generating project reports.
2. Administrative and fundraising support
 - Liaising with vendors and supporting logistics for programmes.
 - Leveraging local philanthropy through planning and implementing events and fundraising campaigns.
 - Additional tasks to ensure smooth organisational operations as needed.

Person specification – essential criteria:

- Undergraduate degree or more, ideally in social sciences, humanities, education, international development or related field.
- Demonstrable previous development or volunteering experience.
- Excellent written and oral communication skills (English and Urdu).
- Self-starter, with strong organisational skills, able to take initiative and work independently.
- Ability to work with a diverse range of people and in particular to be able to work with and engage children.
- Ability and willingness to perform fieldwork and commute to communities.
- Abilities to prioritise workload and manage multiple deadlines.
- Flexibility to adapt to and address the evolving needs of a small organisation.
- Ability to liaise remotely via WhatsApp/Zoom/Skype.

Desirable criteria:

- Subject specific knowledge in education, child psychology or child development.
- Experience in budgeting and procurement.
- Good knowledge of Microsoft Excel.
- Experience in training facilitation.

APPLICATION PROCESS

To apply, send your cover letter (1 side of A4) and CV (maximum 2 sides of A4) to enquiries@citiesforchildren.co by January 28, 2024.