



Job Title: Programmes Support Officer  
Location: Islamabad, Pakistan

### Organization Overview

Cities for Children (CfC) is a non-profit organisation working to support the learning and well-being of children living in urban poverty. Our vision is a world where every child has access to safe spaces to learn, play, grow, and achieve their potential. Our mission is to protect the "right to childhood"- the right to read and play in safety - for every child, including street-connected and working children, and those from displaced or migrant communities.

### What We Do

We develop impactful programmes that associate learning with joy, encouraging children to stay in school. Our flagship initiative, "Seekho Sikhao Saathi" or "Partners in Learning," employs a child-to-child model where children in grades 5-7 are empowered to deliver playful early learning sessions for children at the preschool level. Our various iterations of this programme have reached over 4000 children across urban, peri-urban, and urban slum settings in Pakistan.

Our "Hansti Basti" or "Happy Hoods" programmes support our "right to play" strand, providing street-connected children with playful learning opportunities to foster resilience and create lasting positive memories.

Through our "Maar Nahi, Pyar" or "Care, Don't Scare" initiative, we advocate against the culture of violence and corporal punishment within and outside schools. To date, we have reached over 300 teachers in government, private and community schools, equipping them with knowledge of alternative positive discipline methods through training workshops and other resources.

### About the Role

This is an exciting opportunity to be a part of a growing and dynamic young organization and facilitate the scaleup phase. We are seeking a dedicated Programmes Support Officer who will work closely with the CEO, Programmes Lead and the Programmes team to support the implementation of our upcoming programmes falling under each strand of our work.

### Scope of Work

The role will be confirmed after a three-month probation period and will involve programme support, including:

- Providing training and implementation support for our various programmes, including monitoring field visits.
- Supporting volunteer engagement and the delivery of our creative, playful learning programmes.
- Contributing to our advocacy efforts aimed at promoting positive learning environments for children.
- Representing CfC in meetings with stakeholders and policy-makers for our advocacy work.
- Supporting the Monitoring, Evaluation and Learning function of the CfC programmes, through focus groups, M&E setup with partners, and project



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- reporting.
- Liaising with partner organization staff including other NGOs, universities and schools for street connected children.

### Requirements

- Undergraduate degree, ideally in social sciences, humanities, education, international development or related field.
- Demonstrable previous experience of at least 1 year, which can be in the form of internships and volunteer work as well.
- Excellent written and oral communication skills (English and Urdu)
- 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.
- Self-starter, with strong organisational skills and ability to take initiative and work independently.
- Flexibility to adapt to and address the evolving needs of a small organisation.
- Ability to liaise remotely via WhatsApp, Google Suite and Zoom.

### Application Process

If you meet this criteria and are inspired to join Cities for Children, please send us your Resume and a Cover letter (maximum 1 page) highlighting why you think you would be a good fit for this role and the organization.

Applications should be sent to [enquiries@citiesforchildren.co](mailto:enquiries@citiesforchildren.co) with the subject line "Programmes Support Officer Application - [Your Name]" by *18th December, 2024*.

Note: Only shortlisted candidates will be contacted for an interview. Fresh graduates are encouraged to apply.