



## Programme Manager Full time, Islamabad, Pakistan

### Who we are

Cities for Children (CfC) is a non-profit organization 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" – 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 programmes 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 programmes under our 'Right to Childhood' approach, weaving together three strands to promote both learning and wellbeing:

We develop impactful programmes that associate learning with joy, encouraging children to stay in school.

- **Right to Read:** 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.
- **Right to Play:** Our "Hansti Basti" or "Happy Hoods" programmes provide street-connected children with playful learning opportunities to foster resilience and create lasting positive memories.
- **Right to Feel Safe:** 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 and experienced Programme Manager to join our team at Cities for Children. The Programme Manager will play a crucial role in overseeing our programmes, managing budgets and grants, providing leadership to the team while maintaining partnerships to promote organisational visibility and growth.

### Scope of work

This role will be a full-time role, and will involve closely working with the CEO and Programmes team on the following areas of work:

1. **Strategy and Vision:**
  - Liaise closely with the CEO to develop and implement a five year strategic plan, aligned with organisational vision and values.
2. **Programme Management:**
  - Develop, implement, and monitor programme plans, timelines, and deliverables.
  - Ensure programmes are executed effectively and efficiently, meeting the organization's goals and objectives.
  - Collaborate with stakeholders (government, community-based partners and others) to ensure



effective programme coordination and cooperation.

- Monitor programme data to assess effectiveness, identify areas for improvement, and inform decisions
- Ensure adherence to organizational reporting requirements, including writing and editing progress reports.
- 3. **Budget and Grant Management:**
  - Develop and manage programme budgets, ensuring financial resources are allocated appropriately.
  - Monitor programme expenditures, track financial performance, and ensure adherence to budgetary guidelines.
  - Prepare funding proposals, grant applications, and reports for donors and funding agencies.
- 4. **Team Management and Support:**
  - Lead and support a team of programme staff, providing guidance, feedback, and mentorship.
  - Foster a positive and collaborative work environment, promoting teamwork and professional development.
  - Conduct regular performance evaluations and identify training needs for team members.
  - Encourage knowledge sharing and learning among team members.
- 5. **Networking and Partnerships:**
  - Build and maintain strategic partnerships with donors, government agencies, academic institutions, NGOs and corporate entities to explore shared value initiatives and long-term engagement opportunities
  - Identify and pursue opportunities for joint initiatives that support organizational growth, including CSR partnerships and service-based alliances with the private sector
  - Represent Cities for Children in external meetings, forums, and networks to enhance visibility and foster collaboration

#### What we're looking for:

- At least 5 years of experience in the education/development sector, with demonstrable experience in a managerial role.
- Background in education, social sciences, or a related field, pointing to knowledge of the local context and challenges related to education and child wellbeing in Pakistan.
- Strong programme management skills, with a track record of successfully implementing and managing programmes, with a commitment to detail and quality.
- Proficiency in grant management, including proposal writing and donor reporting.
- Excellent leadership and team management abilities, with the capacity to motivate and support staff.
- Strong analytical and problem-solving skills, with the ability to think strategically.
- Excellent written and verbal communication skills in English and Urdu.
- Ability to work effectively with diverse stakeholders, including government agencies, communities, and donors.
- Ability to manage multiple deadlines and remote coordination.
- Commitment to our values and ethos, and an understanding of our underlying principles.

Please submit your [resume/CV along with a cover letter](#) detailing your relevant experience and explaining your interest in the position by 20th May, 2025. Include contact information of at least two professional references. Applications should be sent to [enquiries@citiesforchildren.co](mailto:enquiries@citiesforchildren.co) with the subject line "Programme Manager Application - [Your Name]."

Note: Only shortlisted candidates will be contacted for an interview.