

Job Title: Management Trainee Officer

Job Description:

- Researches accurate and up-to-date academic information
- Design, develop and deliver training after getting approval from the academic manager
- Coordinate and arrange all trainings
- Prepare report for academic department in support with managers
- Prepare observation report for class room management, teaching practices and pedagogy
- Assist in developing of new, and updating of existing academic department procedures and system
- Assist Manager to develop and design supplementary curriculum and assessments for the schools
- Review textbook content and develop educational resources for teachers for all subjects in the light of National Curriculum
- Research different possibilities or programs that could better help with improving the learning experience for students
- Determine the different areas of improvement in schools and suggest alternate solutions

Eligibility Criteria:

Minimum Bachelors with 1 to 2 years of working experience in similar capacity.

Qualification:

ADE (Associate Degree in Education)
Bachelors of Education (Hons) & Masters of Education

Who should Apply

Fresh graduate or last semester students

How to Apply

Send your resume at careers@charterforcompassion.org.pk