

Job Description	
Job Profile	
Job Title	Deputy Manager – Admissions
Job Location	TCF Head Office, Karachi
Grade	6
Expected Travel	Frequent
Job Summary	
<p>The Deputy Manager (Admissions) plays a pivotal role in guiding TCF secondary school students toward tertiary education opportunities. The position involves creating awareness about higher education pathways, counseling students, and supporting them throughout the application and admission process. The role requires a dynamic professional who can manage data, build processes, lead a team, and provide hands-on support to ensure students make successful transitions into higher education. With strong counseling, communication, and execution skills, the Deputy Manager (Admissions) ensures that students are not only aware of opportunities but are also well-prepared to access and succeed in them.</p>	
Profile Benchmarks	
Minimum Qualification	Bachelor's or Master's degree in a relevant discipline (e.g., Psychology, Counseling, Education, HR and business).
Experience Required	Minimum of 3 years of experience in a relevant role, preferably in career counseling, community development, or alumni affairs.
Knowledge and Skills	<p>Technical & Analytical Skills</p> <ul style="list-style-type: none"> Proficiency in data handling, reporting, and dashboard creation. Strong process design and implementation skills. <p>Counseling & Communication Skills</p> <ul style="list-style-type: none"> Excellent academic and career counseling abilities. Strong written and verbal communication skills to engage students, parents, and schools effectively. <p>Leadership & Management Skills</p> <ul style="list-style-type: none"> Team management and leadership capabilities to guide and develop staff. Strong time management, organizational, and multitasking skills. <p>Execution & Problem-Solving Skills</p> <ul style="list-style-type: none"> Ability to execute awareness and admissions initiatives with precision and timeliness. Critical thinking and problem-solving skills to resolve issues during the admissions process.
Job Description	
Job Responsibilities	<p>Awareness & Outreach</p> <ul style="list-style-type: none"> Lead awareness initiatives in TCF secondary schools to promote tertiary education opportunities. Design and execute campaigns, sessions, and workshops to inform students about educational pathways. <p>Counseling & Student Support</p> <ul style="list-style-type: none"> Provide academic and career counseling to students, helping them identify suitable tertiary options. Guide and support students through the entire application process, from documentation to admission. Serve as a mentor, offering continuous support until students secure placement in higher education. <p>Admissions Execution</p> <ul style="list-style-type: none"> Oversee and manage the end-to-end application process in collaboration with the admissions team.

	<ul style="list-style-type: none"> • Ensure accuracy and timeliness in application submissions and follow-ups. <p>Data & Process Management</p> <ul style="list-style-type: none"> • Compile, track, and analyze student data to support admissions planning and decision-making. • Develop and streamline processes for awareness, counseling, and admissions workflows. • Create reports and dashboards to measure effectiveness and outcomes of admissions initiatives. <p>Team Leadership & Coordination</p> <ul style="list-style-type: none"> • Lead, train, and support the admissions team in executing outreach and counseling activities. • Manage timelines, ensure effective task delegation, and foster a collaborative working environment. • Coordinate with schools, students, and parents to ensure alignment and smooth execution of admissions initiatives. <p>Professional & Ethical Skills</p> <ul style="list-style-type: none"> • High ethical standards and integrity in dealing with students, families, and institutions. • Commitment to transparency, fairness, and student-centric decision-making.
Applications Deadline:	14 th Oct 2025
Apply at:	https://careers.tcf.org.pk/job/deputy-manager-scholarships-and-alumni-affairs/
Expected Joining Date	ASAP
Company Profile or Website:	https://www.tcf.org.pk