

Job Description	
Job Profile	
Job Title	Assistant Manager – Scholarships
Job Location	TCF Head Office, Karachi
Grade	4/5
Expected Travel	Minimal
Job Summary	
<p>The Assistant Manager – Scholarships will support the management of scholarship programs and provide guidance to alumni in their academic and professional journeys. The role focuses on program execution, counseling, research, and stakeholder coordination to ensure alumni success. The position requires an individual who is proactive, detail-oriented, and able to balance data-driven work with direct support to students, while contributing to the continuous improvement of scholarship processes.</p>	
Profile Benchmarks	
Minimum Qualification	Bachelor's degree in a relevant discipline (e.g., Psychology, Counseling, Education, HR and business).
Experience Required	2+ years of experience in a relevant role, preferably in career counseling, community development, or alumni affairs.
Knowledge and Skills	<p>Education & Program Knowledge</p> <ul style="list-style-type: none"> Strong understanding of higher secondary and tertiary education pathways. Familiarity with institutes, programs, and opportunities across Pakistan. <p>Communication & Counseling</p> <ul style="list-style-type: none"> Strong written and verbal communication skills. Strong counseling and mentoring abilities to support alumni in their growth. <p>Research & Data Management</p> <ul style="list-style-type: none"> Competence in research and documentation. Ability to compile, monitor, and analyze data for program improvement. <p>Project & Stakeholder Management</p> <ul style="list-style-type: none"> Skills in planning, coordination, and execution of initiatives. Ability to support relationships with universities, sponsors, and external stakeholders. <p>Collaboration & Facilitation</p> <ul style="list-style-type: none"> Ability to work well in a team environment. Basic facilitation and training skills to assist with alumni or volunteer engagement activities.
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Job Responsibilities	<p>Scholarship Management</p> <ul style="list-style-type: none"> Manage and award tertiary scholarships, ensuring scalable and effective mechanisms. Track and monitor the academic and professional success of alumni on scholarship programs. <p>Data & Research</p> <ul style="list-style-type: none"> Maintain and update databases related to scholarships and alumni. Conduct research to design and implement interventions for alumni career, personality, and socio-emotional development. <p>Counseling & Mentorship</p> <ul style="list-style-type: none"> Provide academic, career, and personal counseling to alumni.

	<ul style="list-style-type: none"> • Build and coordinate mentorship and guidance networks with volunteers. Partnerships & Collaboration <ul style="list-style-type: none"> • Support engagement with universities, sponsors, and external stakeholders to create opportunities for alumni advancement. • Support managers and leadership in program design, implementation, communication, and strategic planning. Professional & Ethical Skills <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:	27 th Oct 2025
Apply at:	
Expected Joining Date	ASAP
Company Profile or Website:	https://www.tcf.org.pk