|  |  |
| --- | --- |
| Job Description | |
| Job Profile | |
| Job Title | Education Officer |
| Job Location | Regional Office, Karachi |
| Function/ Department | Region South |
| Expected Travel | Occasional |
| Age | 28 - 30 |
| Job Summary | |
| Responsible for assisting the Education department in day-to-day functions of the department including coordinating, data keeping, communication etc. | |
| Profile Benchmarks | |
| Minimum Qualification | Bachelors |
| Experience Required | At least 1-year relevant experience |
| Knowledge and Skills | * Knowledge of MS. Office applications * Knowledge of file keeping office administration. * Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. * Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits. * Identifying problems and reviewing information to develop and evaluation options using logic and reasoning and implementing solutions. * Communicating effectively in writing as appropriate for the needs of the audience. * Determining how money will be spent to get the work done, and accounting for these expenditures. |
| Job Description | |
| Job Responsibilities | * Delivery of academic related supplies to all new opening and upcoming classes and maintains receiving. * Compilation of the teacher’s evaluation forms, centralized examination data, preliminary examination and library records and send it to HO on requirement. * Maintains all records of the department. * Compilation of Board results. * Prepares Monthly visit schedule for E.Team and arrangements of logistics. * Maintains school information files related to Education affairs. * Deliver academic policies and information/letters to all schools. * Maintains Education Dept. resources and timely up gradation. * Communicates to school for daily routine workings. * Follow up with respective education boards for information related to schools. * All out door workings related to co-curricular activities and supply of academic related materials. * Prepare the financial demand for different education materials, trainings and other affairs. |
| Applications Deadline: | September 30, 2025 |
| Apply at: | <https://careers.tcf.org.pk/job/education-officer-southern-zone/> |
| Expected Joining Date | ASAP |
| Company Profile or Website: | https://www.tcf.org.pk |