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| 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.
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| 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.
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| 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  |