Primary Education internship opportunity in mathematics

Applications are invited for the position of Primary Curriculum Advisor in mathematics, Kifayat Publishers.

Kifayat Educational Publishers Pakistan is looking for energetic and innovative students/graduates in Primary Education. We are introducing primary mathematics and science products of Cornelsen Publishers Germany into the Pakistani private schools market.

We need resources that can help us adapt Cornelsen books into the Pakistani curriculum and help market them in Pakistani private schools. We have historically and continue to, provide textbooks to the state government and are also one of the Partners of UNICEF in Pakistan. Kifayat has now decided to cater private schools with low cost high quality comprehensive textbooks.

Job Description:

The curriculum Advisor will serve half of their contractual duration on adaptation of curriculum with the publishing department and the other half marketing the products to schools. The resource will first get acquainted with the curriculum through working with the publications department at Kifayat to help create, adapt and improve publications related to the subjects accordingly. The resource will then work closely with the marketing staff of Kifayat Publishers and other external stakeholders.

We have already an intern from Duesseldorf working for us, so any questions concerning working environment, cultural differences, life style and social life, will be likely answered by her.

Key tasks:

- Translation of the books from German into English
- Assist a senior academician to help in the adaptation of Primary mathematic books into the Pakistani curriculum
- Help market the books in Pakistani private schools by meeting teachers and academic coordinators of different schools.
- Provide assistance to teachers to understand how to use the curriculum effectively in their class rooms.

The person:

The successful candidate will have an undergraduate or postgraduate qualification in education. Relevant experience in publishing or teaching is an added advantage however not essential. The resource should have an interest in curriculum design, teaching and educational training.

Only female candidates come into consideration, as we work mostly with female stakeholders.

The resource should be “fluent” in English. You will need to develop a high level of organisational skills and initiative, and the ability to meet deadlines. Ideally the resource should be energetic and someone who enjoys working in the education sector.
The resource needs to be someone who likes to explore new cultures, likes to travel and wants to make a difference. Everyday will be a new experience hence one should be adaptive and resilient.

**Professional gains:**

Your communication skills will be highly developed through collaborative relations with stakeholders and in house staff. You will get a thorough understanding of designing and teaching primary curriculum.

**Personal gains:**

The individual will be exposed to a totally different culture and will be able to experience another way of life. It will help the person disconnect from the everyday routine life. The resource will be able to widen their perspective. The new experiences will increase your resourcefulness.

**Work Schedule:**

- We work Monday to Friday 0900 hrs to 1800 hrs, Saturdays are half days and Sundays are off. Lunch Breaks are 1300 hrs to 1400 hrs
- Minimum duration: 6 months Maximum duration: 11 months
- Start date: as soon as possible

**Allowances and Compensation**

- You will be provided with transport facilities
- Will be provided with Accommodation and Food
- Gym
- A basic allowance/stipend to cover your daily expenses
- A return flight ticket will be compensated at the end of your contract

We are an old but a small closely knit firm with a family environment. We have an in house fully operational printing press, a design team, a pre-press team and editing team alongside a marketing team. You will be working with positive minded individuals who take their work seriously.

**Please visit our website** [www.kifayatpublishers.com.pk](http://www.kifayatpublishers.com.pk), for queries, contact Mr S M Omair Saeed, Director, Kifayat Publishers on omairsaeed@hotmail.com  
+92-332-378-3570 +92-21-34394441-2

We look forward to welcoming you on board of our humble yet ambitious team.