

Job Title: Project Coordinator

Location: Karachi, Pakistan (Only candidates who are eligible to work legally without work visa sponsorship in Pakistan will be considered.)

Contract Type: Full-time (40 hours per week), Fixed term contract till September 30, 2027

Target Hiring Salary: PKR 146,884 per month (before taxes)

Target Start Date: As soon as possible

Application Closing Date: October 06, 2026 23:59 PKT

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Benefits:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves (20 paid vacation days per year, 3 personal days per year)
- Competitive benefits such as health and life insurance, Employee Old Age Benefit Incentive
- Learning opportunities and 5 learning and development (L&D) days per year
- Flexible work policy
- Maternity/paternity/parental leave top up and support

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/252963-project-coordinator-karachi/1147396-application-form/en>

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process is available [here](#). Safeguarding information is available [here](#).

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

ROLE SUMMARY:

The Project Coordinator (PC) reports directly to the Project Officer (PO) and is responsible for the implementation of Right To Play (RTP) project activities and providing support and guidance to the community team in using RTP tools in the project location. You will be also responsible for monitoring the project for quality of delivery and effectiveness.

WHAT YOU'LL DO:

#1: Activity planning and implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
- Supports teachers and coaches, and educational supervisors/parent educators in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the Project Officer.
- Organizes and conducts special events, activities, workshops, training days, play days, awareness sessions, summer camps, recreational days and sports tournaments in coordination with RTP's partners.
- In coordination with partners, teachers, educational supervisors, principles, and coaches, evaluate events, provide updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Manages and coordinates the logistical arrangements for training workshops and events.
- Assesses training needs of coaches, teachers and partners, recommends suitable intervention, and works with them to develop training schedules.
- Organizes, conducts, and facilitates training workshops conducted by other program staff and participates in the training as required.
- Conducts training and, where applicable, facilitates the training sessions conducted by teacher trainers, evaluates them and reports to the Project Officer.
- Handles equipment management and distribution in the assigned community.
- Handles advance payments and manages cash money used for the activity implementation.
- Supports the assessment of needs for facility repairs and upgrades in the community, facilitates the authorized work and ensures that overall work has been completed in accordance with the approved standards

#2: Monitoring and reporting (20% of Time):

- Conduct regular field visits with partners, and government officials to follow up and provide support as needed.
- Conduct regular visits to project implementation sites/schools and provide coaching and mentoring to coaches, teachers, principals, educational supervisors, youth/Junior leaders and community leaders.
- Participates in workshops/trainings of partners, coaches and teachers in the quantitative data collection tools and qualitative monitoring tools and facilitate the data collection.
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly,

quarterly and annual reports to update Country Office on project progress. Provides activity report for each activity conducted to support quarterly reports.

- Prepares and submits financial reports related to activity implementation and initiate the payment process of transports /other related and services provided by the suppliers related to workshop/trainings, meetings events and tournaments.
- Ensure all documents related to the project are well kept and make sure internal documents for RTP are not shared outside without authorization.
- Ensure partners, coaches and teachers are in compliance with RTP's Child Safeguarding Policy.
- Ensures all materials and tools distributed to partners, teachers, coaches, parent educators, partner schools and community are well kept and utilized for project related activities and not otherwise.

#3: Establish and maintain partnerships (20% of Time):

- Identifies community needs, participates in the selection of communities and partners to be included in RTP program in the respective field.
- Represents RTP in the project location and relevant forums and have regular consultations with local partners, stakeholders and key beneficiaries in the assigned community.
- Support the PO in developing reports for stakeholders and key beneficiaries' meetings in the assigned community.
- Ensures RTP activities are known by local community leaders and makes sure their involvement where necessary.
- Organizes meetings with relevant stakeholders such as teachers, coaches and parent educators to discuss the project progress and implementations.

#4: Supervision and guidance (10% of Time):

- Conducts performance assessment of coaches, teachers, and community facilitators as and where applicable.
- In collaboration and consultation with partners, Project Officer, the Training Officer, or Thematic Specialists implements coaches and teachers' professional development and peer learning approaches through community of practices and/or other existing approaches according to the nature of the project.
- Ensures the delivery of professional development and peer learning approaches is aligned to existing project resources and tools.
- In collaboration and consultation with partners, it identifies the need of coaches and teachers and advocates it to project officer and RTP team.
- Identifies and recommends coaches and teachers for certification, where applicable.
- Identify gaps in the project implementation in the assigned community and propose solutions to Project Officer

WHAT YOU'LL BRING (ESSENTIAL):

Expertise (Certifications/Education, Professional Experience):

- Bachelor's degree in social sciences, education, or any related discipline
- 2 years' experience working in project implementation and coordination, part of which should have been in leading a team.
- Experience in girls' empowerment.
- Experience of training and leading workshops

- Experience implementing a development program with local populations in both rural and urban setting

Competencies/Personal Attributes:

- Ability to confidently represent oneself and Right To Play
- Thorough knowledge on digital literacy skills, courses, platforms
- Effective planning and organizing skills
- Coaching and feedback skills
- Excellent communication skills both verbal and written
- Strong development and team building skills
- Understanding of education principles and teaching
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Effective report writing
- Understanding of a community-led process
- Understanding of the concept of play-based learning
- Understanding of child rights and child protection
- Experience of working with children.