

REFORM SUPPORT UNIT
SCHOOL EDUCATION& LITERACY DEPARTMENT

OPPORTUNITY FOR CONSULTANCY SERVICES

Reform Support Unit, School Education & Literacy Department in collaboration with UNICEF-Sindh, invites applications from qualified & eligible professionals domiciled in Sindh for the following full time Individual Consultancy under the Technical Assistance (UNICEF Funded Project), Positions are purely on a contractual basis and located at Karachi.

S. No	Consultant Position Termed As	Duration	Qualification	Experience
1	Reporting Officer (One Position Purely on Temporary Consultant)	Contract basis (extendable on the basis performance and availability of budget)	Master	• At least 3-4 years' relevant work experience in the planning and implementation of initiatives related to communication with UN system agencies/international organizations/ national NGO/ media house. • High-quality writing skills, and sound verbal communication skills • Proficiency in digital media communication, using relevant software and tools such as Microsoft Office, Adobe Creative Suite, and content management systems (CMS systems/ platforms) • Have a Good analysis approach, Critical Thinking

Important Note:

- Interested candidates should send their updated resume along with all the relevant academic and professional documents before 10-08-2026 to the given postal and/or email address.
- Preference given to female candidate.
- In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.
- Only Shortlisted Candidate will be called for Teat and Interview.
- Reform Support Unit, School Education & Literacy Department reserves the right to cancel any of the positions at any stage without assigning any reason.

Reform Support Unit
School Education & Literacy Department
SESP&R/ MYWP 2025-27 Portfolio
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Detailed Terms & Conditions as under.

Position :	Temporary Consultant Reporting Officer
• Provide hands-on support to field teams to ensure effective implementation the activities. • Maintain active coordination and follow-up with the Working Groups for events, coordination meetings, and activity reporting. • Develop and submit monthly field monitoring plan, findings and recommendations on the monthly basis • Ensure regular and robust liaison and support to project activities, Coordination, and Meetings. • Provide consistent and comprehensive support for Enrollment & Retention Drives (ERD) at provincial, regional, district and taluka-level activities, including event planning, coordination, and follow-up • Support the planning, coordination, and documentation of STG and SCG -funded teacher training, CPD, and school clustering initiatives. • Coordinate with LSU Coordinators to collect and compile monthly activity plans, MPRs, DEG meeting minutes, and evaluation reports. • Prepare detailed monitoring and evaluation reports on construction and minor repair work under the programme. • Prepare, maintain and share high-quality documentation in timely manner including event reports, briefs, presentations, concept notes, background papers, reporting templates, agendas, and meeting minutes; ensure proper filing and archiving. • Analyze field data and assist in preparing monthly progress reports • Provide coordination support to development partners and other relevant stakeholders as guided by UNICEF and SELD/RSU • Maintain up-to-date office records and databases as per Programme requirements.	