

## Job Announcement

Position: **Program Associate**

Qualification: **Minimum Bachelors degree from an HEC recognized university**

Employment Type: **Full-time**

Location: **Lahore**

---

### About Nur Foundation

Nur Foundation is an SECP registered not-for-profit organization under the NUR-Fatima Memorial System (NUR-FMS), Lahore, Pakistan.

### Job Description

Nur Center for Research and Policy, an entity of Nur Foundation is looking for a Program Associate who plays an imperative role in the project team by assisting with the planning, coordination, development and administration of the allocated programs and projects. The duties include but are not limited to:

- Providing administrative and logistical support to Nur Foundation and its related entities, in particular Nur Center for Research and Policy and Nur Student Leadership Program
- Providing support in recruiting and managing interns at the Nur Student Leadership Program, including visiting Schools and Universities for recruitment of interns
- Handling office tasks, such as filing, generating reports and presentations, setting up meetings, reordering supplies and providing support in event management
- Maintaining professional communication via phone, e-mail and dealing with visitors
- Undertaking field visits for monitoring of field activities

### Qualifications and Skills

- Masters or Bachelors degree in Public Policy, International Development, Public Health or any relevant degree in Social Sciences from an HEC recognized university

**NUR CENTER FOR RESEARCH AND POLICY AT NUR FOUNDATION**



- 1-2 years of administrative and public relations experience preferred
- Proficient with MS Office (Word, Excel and PowerPoint)

**How to Apply**

*Interested candidates can share their resumes and names of 2 professional references on [careers@nurfoundation.org](mailto:careers@nurfoundation.org) no later than **February 11, 2022**. This is a full-time position based in Lahore. Only shortlisted candidates will be contacted for an interview.*