

Corporate Social Responsibility co-coordinator

- **Karachi Location**
- **6 months / Secondment**
- **Part time**

The Corporate Communications Directorate is leading the corporate social responsibility agenda for the KASB Group, and is seeking an experienced and motivated Coordinator.

In order to be successful you must,

- Have strong written and communication skills.
- An understanding of Corporate Social Responsibility
- Experience with diary and Email Management
- Experience with one on one support

The Candidate

The ideal candidate should be interested in CSR themes and activities and have at least 1 to 4 years work experience in the field of sustainable development or corporate social responsibility. He/she must have proven experience in project management, coordination of working groups and conferences, writing of reports, and good research skills.

We offer a position with a lot of learning opportunities in a motivated, team. The candidate will have the chance to work independently, to create his/her own networks, and to use innovation and creativity in assisting in developing existing and new initiatives. Due to the large workload, the right individual must be ready to hit the ground running and be flexible with good use of initiative.

The Role

The successful candidate will assist in a number of activities contributing to the organisation's delivery of the CSR agenda to its members, more specifically:

- Support in the organisation of business working groups on specific CSR topics
- Support in the organisation of 'CSR Forums' (B2B sessions that include stakeholders)
- Providing background research, project management and editorial support for various projects
- Support general communications
- General administrative tasks

The position requires networking, facilitating, researching and organisational skills and excellent English.