



Skills For Success

Associate Program Design	Grade: 3
Job Reports to: Lead Program Design	Location: Lahore
Cadre: Associate	Indirect Reports: Head of Program Development
Travel: Occasional	

Last date to apply 31st October 2019

Getting to know PSDF



i Our purpose-You will be part of the largest skills development fund in Pakistan. PSDF's purpose is to shape the future and well-being of our poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income-generating opportunities in Pakistan and beyond.

The impact we have created-PSDF started its operations in the 4 poorest districts of Punjab. Since 2016, the geographical remit has expanded to the entire 36 districts of Punjab. PSDF has trained almost 300,000 underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

Diversified and challenging team-At PSDF, our team constantly works in a fast paced and challenging environment and needs someone who can match and deliver at our pace. We are looking for a passionate and innately talented individual who can actively pursue and drive the agenda of PSDF and is always ready to take up new challenges.

How the Role looks like



i You will be responsible for assisting with Program Design and Development of new initiatives and launching new schemes as per Organization's Policy, Regulatory framework, PSDF procurement rules and governance framework given by donor agencies.

The main opportunities and challenges for this role are to

- Carry out research for inputs & insights on industry practices, trends & developments, changing work dynamic, new age competency requirements and skill gaps in various sectors



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- Identify high growth sectors of economy and trades which provide high employment (locally & internationally)
- Assist in planning training need analysis/identification exercises to identify the skill training requirements w.r.t. Employer/Sector focussed Courses/Programmes
- Plan validation studies with the respective target groups (Youth, Industry, Subject matter experts and TSP's) to authenticate/validate the skill gap concerns
- Partner with instructional designers/developers to establish clear, behavioral-based, relevant learning objectives for new or updated offerings within assigned portfolios
- Review and validate designs with instructional designer/developers at key development milestones
- Assist in on-boarding relevant third party to design materials for CBT, E-learning, instructor-led and blended-learning courses for poor and vulnerable youth
- Check operational viability of programs based on research and develop business case for new programs/schemes
- Develop TORS, Design and develop mechanism to evaluate impact of each scheme/program and assist Lead Program Design for all new Initiatives and outsourcing of tasks to Third Parties
- Assist Program Development team at head office to ensure mobilization of existing training service providers and identification of new ones to participate in PSDF programs
- Liaison with internal & external partners regarding R&D
- Assist Lead Program Design in any other activities, duties and responsibilities assigned to him/her from time to time

What do we expect you to achieve?



i The main accountabilities for this role include

- No of schemes designed
- Contribution in completion of total training target set for the year including 40% women training target, minimum 8% trainee target by each cluster, minimum of 15 % trainee target in each sector
- Contribution in the completion of 10% trainees of yearly target in Soft Skills and Financial Literacy Training Module
- Contribution to ensure 5 % Trainees to be assessed through Third Party Firm for Core Skills
- Contribution in Development of Sector Skills Council
- Contribution in rolling out CBT based curricula
- Mobilization of Industries to Achieve Employment targets
- Maintaining close relations with various TVET & educational establishments, chambers and industry associations





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Are you the right fit for this job?

i To apply, you must have

- Bachelors (16 years) or Master's in Economics / Marketing / Social Sciences or any relevant discipline from an HEC-recognised university.
- 2 years or above of relevant experience with bachelor's degree OR 1 year or above of relevant experience with Master's degree.

The required experience for this role requires you to have

- Knowledge of research methodologies
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Excellent research and report writing skills
- Excellent problem solving & analytical skills
- Knowledge of project management: ability to design, plan and implement complex projects to success
- Understanding of data quality audit techniques
- Ability to conduct cost-benefit analysis and calculate training ROI in terms of impact

To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams i.e. TSP's, Business, Chamber of Commerce, TVET Institutes, Employment Partners etc.
- Build strong relationships with Internal Teams: Business Development & Partnerships, Monitoring & Evaluation, Program Development, Marketing & Communication etc.

Preferred mindset and capabilities we are looking for:

- Results driven and persistent to get the desired results and takes ownership of actions.
- Innovative and has an aptitude to welcome and try new ways of doing things and push for their execution
- Willing to strive for excellence and can anticipate challenges for continuous improvement.
- A team player with an aptitude to work with the mantra of one team by proactively supporting others to solve challenges
- Demonstrates respect for all and can put things in perspective and gauge all actions through merit and performance

What are we offering?



i PSDF has a lot more to offer than a market competitive salary and perks. As a PSDF employee you will get:

- Professional development with the largest skills development fund in Pakistan
- Opportunities to cultivate professional relationships and learn from the most talented people in the industry



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- A transparent, clean and liberating organizational culture
- Meaningful and fulfilling work

Interested?



Click on the link below to APPLY for this role.

<https://forms.gle/fcpS1ALdexNCD6PYA>