



Skills For Success

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| <b>Associate Business Development &amp; Partnerships</b>   | Grade: 3  |
| Job Reports to: Assistant Manager Partnerships & Placement | Location: Lahore  |
| Cadre: Associate   | Direct Reports: N/A   |
| Travel: Extensive  | Indirect Reporting: Head of Business Development & Partnerships |

**Last date to apply: 31<sup>st</sup> 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 assist Assistant Manager in operationally managing employer partnership development. You will identify and shortlist potential opportunities and establish relations with potential employers. You will facilitate in structuring potential partnership models with organizations and in seeking internal approvals for programs to be implemented and contracts to be awarded. You will also, independently, handle the complete cycle of partnerships i.e. from lead to contract signing.



Skills For Success

**The main opportunities and challenges for this role are to**

- Identifying focus areas, research and prepare a list of potential partners and reach out to potential organizations.
- Interact with potential employers to establish relationships and pitch partnership proposals.
- Keep a close liaison with Placement Service Provides (PSPs) to ensure timely delivery of placement results by ensuring accuracy of data to be provided to PSPs for placement.
- Managing the end to end of the documentation for Cost Partnership model for the accounts assigned including; training being proposed by the employer, curriculum finalization, course contents & duration finalization, inspection of training location and any other function for training validation.
- Follow up for timely submission of demand proposals of manpower requirement and seeking clarification of queries and closing accounts.
- Follow up on the assessment report and guidelines by Program Development team for timely closure of partnership agreement.
- Maintain a close liaison with Monitoring & Evaluation team (M&E) to ensure implementation of applicable business rules by the employer under partnership model.
- Interact to discuss and develop the strategy and possible channels for the mobilization of trainees to facilitate enrolment in the program requirement before program kick-off.
- Interact regularly with Finance department to ensure payment modalities are being followed as per the agreement.
- Printing and managing contracts files for new accounts in the Partnerships department
- Effectively coordinate and follow up on the tasks / projects assigned.
- Extend support to other team members as and when required to meet departmental objectives.

**What do we expect you to achieve?**



**The main accountabilities for this role include**

- Timely submission of demand proposal of manpower requirement and clarification of queries.
- Ensuring achievement of prescribed development of business rules and payment mechanism against milestones before disbursement of payments through Finance department.
- Timely identification of program responsibilities and their goals.

**Are you the right fit for this job?**



**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.



## Skills For Success

- 2 years or above of relevant experience with bachelor's degree OR 1 year or above of relevant experience with Masters degree.
- Good knowledge of Project Management practices.
- Good knowledge of customer account management.
- Good knowledge of business development techniques.
- Basic Knowledge of Partnerships and Contract Management.
- Basic Understanding of costing techniques.
- Strong Analytical Skills

### **The required experience for this role requires you to have**

- Strong interpersonal skills
- Good negotiation skills
- Strong communication skills
- Initiative taker
- Solution oriented

### **To collaborate and perform effectively, the role requires you to**

- Build strong relationships with External Teams i.e. Businesses, Chamber of Commerce, Employment partners etc
- Build strong relationships with Internal Teams: Program Development, Monitoring & Evaluation, Marketing & Communications.

### **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.



### Skills For Success

- 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>