



Skills For Success

<b>Associate Corporate Planning &amp; Board Management</b>	Grade: 3
Job Reports to: Chief Financial Officer	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Location: Lahore	Travel: N/A

**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 oversee statutory compliance to support Company Secretary.

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

- Coordination with the Senior Management to manage annual plans and KPIs.
- Drafting, Finalizing & Circulation of Meeting Notices, Agenda & working Papers, and minutes of Board & Sub-Committee of the Board meeting.
- Coordination with all respective departments (internal/external) for ensuring compliance as per



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- direction of the Board.
- Close Liaison with Board members to fulfil SECP requirements for submission of necessary & mandatory documents to the Board & SECP.
- Ensure CCG compliance requirements, keep necessary record to get compliance verification as required by the reviewers.
- Coordination with all relevant Departments for finalizing the Directors Report as required by the Law on timely manner
- Timely filing of mandatory returns and documents as required by SECP and other regulatory authorities
- Provide assistance for development of Dashboard Reports in SAP & Development of Monthly Management reports
- Monitoring & control for Management Reports for financial reporting on need basis.



## What do we expect you to achieve?



### The main accountabilities for this role include

- Smooth corporate secretarial practices
- Ensuring maintained and quickly accessible records
- Complete compliance with Regulatory authority

## Are you the right fit for this job?



### To apply, you must have

- Bachelors (16 years) or master's in accounting/finance/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

- Managing Annual Plans and KPIs.
- Comprehensive understanding of Companies Ordinance and all other applicable laws
- Excellent Presentation skills
- Excellent Writing skills
- Knowledge of MS Office

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

- Build strong relationships with External & Internal Teams.

### Preferred mindsets and capabilities we are looking for in an individual, who is

- Results driven and persistent to get the desired results and takes ownership of actions.



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- 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 as 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.
- A transparent and clean and liberating organizational culture.
- Meaningful and fulfilling work.

## Interested?



**i** Click on the link below to APPLY for this role.

<https://forms.gle/fcpS1ALdexNCD6PYA>