



Skills For Success

Associate Research & Planning	Grade: 3
Job Reports to: Lead Research and Planning	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Location: Lahore	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. Punjab Skills Development Funds' 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 support development of research projects based on PSDF's research agenda, work with research partners and coordinate between departments to collect, prepare, analyze, evaluate data, and contribute to the publication of reports and policy recommendations.

The main opportunities and challenges for this role are to

- Develop concept briefs and papers in support of the research projects for different areas of interest to PSDF.
- Collect data and prepare reports to support all R&P functions. Incorporate recommendations



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- rendered by supervisor.
- In preparation of TORs, understand requirements, identify focus areas according to allocated targets, prepare draft documents and final scope of work.
- Work closely with research consultants to conduct primary and secondary research, analyze data results, identify key trends and develop recommendations.
- Support the development of program-specific recommendations to the PD.
- Support the development of policy recommendations.
- Understand, plan and operationalize mobilization activities to support R&P functions (seminars, events, workshops, meetings and other ways of communication to enhance engagement with various PSDF initiatives).
- Create and update data bank for potential research, consulting and advisory services.

What do we expect you to achieve?



i The main accountabilities for this role include

- Mobilization of at least 3 - 5 new research partners
- Managing the research process for at least two projects
- Degree of independence in managing research projects

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

- Passion for research and analytics
- Strategic business focus and the mental maturity to handle complex assignments
- Strong communication and interpersonal skills
- Strong analytical, problem solving and decision-making skills
- Logical and organized thinking skills
- Proactiveness and self-initiation

To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams.
- Build strong relationships with Internal Teams: Program Development, Marketing & Communications, Procurement, Finance etc.



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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.
- 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 support others to solve challenges.
- Demonstrate 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, 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>