



Skills For Success

Associate Business Planning & Results Management	Grade: 3
Job reports to: CEO	Location: Lahore
Cadre: Associate	Travelling: N/A

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 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 the setting, reviewing and reporting of all business results of PSDF and its functions to the PSDF Board and the Management.

The main opportunities and challenges for this role are to

- Work closely with the CEO to lead and manage the annual strategic planning process across PSDF.
- Work closely with the Senior Management to translate and align all operational activity into Annual Operating Plans with actionable KPIS and targets.
- Recommend and develop the design of templates and planning tools e.g. methodology, presentations, agendas & working papers, for reporting of business results for the Management and the Board.
- Actively work with various stakeholders, across the organization, to gather critical information and



Skills For Success

- perspectives and produce useful reports.
- Act as a focal point of contact for all queries and questions on the business planning process.
- Monitor and report on the implementation of the Annual Operating Plan to CEO and Senior Management by facilitating periodic review sessions.
- Coordinate with all relevant Departments for finalizing the Directors Report as required by the Law on timely manner.
- Manage the recording of all decisions from the meetings of the Board and Management.
- Coordinate with all departments (internal/external) for ensuring compliance as per direction of the Board and Senior Management.
- Manage monthly and quarterly meetings of the Management as well as quarterly meetings of the Board and its sub-committees.
- Any other duties within the general requirement of this job description which may be required from time to time by the CEO.

What do we expect you to achieve?



i The main accountabilities for this role include

- SMART KPI development and targets setting
- Accuracy and quality of periodic reports
- Compliance with Regulatory authority

Are you the right fit for this job?



i 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-recognized university.
- 3 years or above of relevant experience with bachelor's degree OR 2 years or above of relevant experience with master's degree.

The required experience for this role requires you to have

- Experience in managing Annual Plans and KPIs.
- Comprehensive understanding of Companies Ordinance and all other applicable laws.
- Ability to elicit detailed and pertinent information from multiple stakeholders.
- Strong business acumen, commercial awareness and highly motivated; resilient, with an ability to operate in a pressure-based environment.
- A track record of following through on commitments.
- Excellent planning, organizational, and time management skills.



Skills For Success

- Excellent Verbal and Written skills.
- Knowledge of MS Office.
- Comprehensive understanding of Companies Ordinance and all other applicable laws will be an advantage.

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.
- 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, clean and liberating organizational culture.
- Meaningful and fulfilling work.