



Skills For Success

Associate Initiatives & Reporting	Grade: 3
Job Reports to: Assistant Manager Initiatives & Reporting	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Travel: Occasional	Indirect Reporting: Head of Monitoring & Evaluation

Last date to apply: 25th March 2020

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 to successfully initiate and implement new business processes, re-align current systems according to new business needs and assist the higher management in data analysis and reporting.

The main opportunities and challenges for this role are to:

- Plan and implement new projects.
- Assist in the qualitative and quantitative analysis, survey design and process automation.



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- Perform data analysis and reporting on a regular basis.
- Develop and manage a complete reporting pack in order to enhance the decision-making process.
- Generate and share reports on indicators with the Donors.
- Generate and share reports for internal and external stakeholders.
- Assist in inventive and cost-effective solutions to ensure effective change management.
- Contribute in systems upgradation, optimization and integration with various sources which will improve verification and evaluation methods.
- Provide timely data to the internal and external auditors.
- Coordinate and maintain liaison with various stakeholders within and outside the company
- Implement contracts as per agreed guidelines and ensure timely delivery of deliverables.
- Help in program monitoring and contract execution in allotted Schemes/Training Service Providers/Regions.

What do we expect you to achieve?



i The main accountabilities for this role include

- Implementation of IT based monitoring systems and its integration with PSDF Database Management System (DBMS)
- Efficient data management, DBMS handling and systems automation
- Generation of Reports and Management of the Reporting pack
- Liaison with the internal/external stakeholders

Are you the right fit for this job?



i To apply, you must have

- Bachelor's (16 years) or Master's (18 years) degree in Economics / Management / Social Sciences or any other relevant discipline from an HEC-recognized 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

- Proven skills of information management
- Experience of implementing new systems and business processes
- Data analysis and report preparation skills
- Understanding of data quality audit techniques
- Good knowledge of program monitoring techniques
- Understanding of contract management



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To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams i.e. Training Service Providers, Third Party Monitoring firm, Third party Stipend disbursement agency, Trainees, Donors.
- Build strong relationships with Internal Teams: Program Development, Finance, Marketing and Communication, Placement and IT department

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

Interested?



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

<https://www.psdf.org.pk/careers/>