



Skills For Success

Head of Program Development	Grade: 6
Job Reports to: Chief Operating Officer	Location: Lahore
Location: Lahore	Direct Reports: 2

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. 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 Design the overall training plan and be the custodian of the training plan; identify new trades and sectors, develop new curricula and monitor the quality of existing curricula, engage industry in developing trainings to ensure the relevance of the trainings with markets trends.

The main opportunities and challenges for this role are to

- Design and develop the overall training plan for the next 5 years and act as the custodian of the training plan. Actively expand the Training Service Provider (TSP) network.
- Identify new trades and sectors through research (self / outsourced) and keep abreast with industry statistics.



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- Analyze and identify high growth / employment sectors of economy aligned with organizational future directions.
- Identify and develop new curricula based on research, market knowledge, market exposure and experience.
- Manage and monitor TSP procurement management activities.
- Capacity building of Training Service Providers for future schemes.
- Establish and retain high-level relationships with Training Service Providers.

What do we expect you to achieve?



The main accountabilities for this role include

- Awareness of TSPs about proposal submission guidelines of PSDF.
- Percentage increase in number of Training Service Providers.
- Percentage of scheme launching targets achieved.
- Alignment of Program Development plans with organizational objectives.

Are you the right fit for this job?



To apply, you must have

- Master's degree in Marketing / Management / Economics or any other relevant discipline from an HEC-recognized university.
- 10+ years of relevant experience in Sales & Marketing, Business Development, Project Management with at least 3 years in a strategic position.

The required experience for this role requires

- 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

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.



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- 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/>

