



Skills For Success

Assistant Manager Business Development & Partnerships	Grade: 4
Job Reports to: Head of Business Development & Partnerships	Location: Lahore
Cadre: Assistant Manager	Travel: Moderate

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 for operationally managing employer partnership development. You will identify and shortlist potential opportunities and establish relations with potential employers. You will facilitate in structuring potential partnership models with organizations and in seeking internal approvals for programs to be implemented and contracts to be awarded. You will also, independently, handle the complete cycle of partnerships i.e. from lead to contract signing.

The main opportunities and challenges for this role are to

- Identifying focus areas, research and prepare a list of potential partners and reach out to potential



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- organizations.
- Interact with potential employers to establish relationships and pitch partnership proposals.
- Developing and managing strong trust-based relationships with Sector players and develop a rigorous reporting mechanism.
- Managing the end to end of the documentation for Cost Partnership model for the accounts assigned including training being proposed by the employer, curriculum finalization, course contents & duration finalization, inspection of training location and any other function for training validation.
- Follow up for timely submission of demand proposals of manpower requirement and seeking clarification of queries and closing accounts.
- Maintain a close liaison with Monitoring & Evaluation team (M&E) to ensure implementation of applicable business rules by the employer under partnership model.
- Interact to discuss and develop the strategy and possible channels for the mobilization of trainees to facilitate enrolment in the program requirement before program kick-off.
- Developing communication tools to engage the employers and other sector players.
- Interact regularly with Finance department to ensure payment modalities are being followed as per the agreement.
- Printing and managing contracts files for new accounts in the Partnerships department
- Effectively coordinate and follow up on the tasks / projects assigned.
- Extend support to other team members as and when required to meet departmental objectives.

What do we expect you to achieve?



i The main accountabilities for this role include

- Identification of key employers/industry players across Punjab in the focus sectors of PSDF.
- Bringing new partners on board under Cost Sharing program and achieving the target of completed trainees.
- Ensuring employment from the partners under cost-sharing program

Are you the right fit for this job?



i To apply, you must have

- Bachelor's degree in Marketing / Management / Social Sciences or any other relevant discipline from an HEC-recognized university. Master's degree in similar fields is preferred.
- 5 years or above of relevant experience with at least 2 years in Sales, Business Development & Partnerships / Relationship management.
- Good knowledge Project Management practices.



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- Good knowledge of customer account management.
- Good knowledge of business development techniques.
- Basic Knowledge of Partnerships and Contract Management.
- Basic Understanding of costing techniques.
- Strong Analytical Skills

The required experience for this role requires you to have

- Strong interpersonal skills
- Good negotiation skills
- Strong communication skills
- Initiative taker
- Solution oriented

To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams i.e. Businesses, Chamber of Commerce, Employment partners etc.
- Build strong relationships with Internal Teams: Program Development, Monitoring & Evaluation, Marketing & Communications.

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?



Click on the link below to APPLY for this role.

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