



Skills For Success

Assistant Manager HR Learning & Development	Grade: 4
Job Reports to: Head of Human Resources	Location: Lahore
Cadre: Assistant Manager	Direct Reports: 1
Travel: As required	Indirect Reporting: N/A

Last date to apply: 28th December 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 Lead, develop and implement the execution of performance management framework to inculcate performance driven culture and strengthen organizational excellence and create an environment of recognition and learning & development in the company through innovative interventions.

The main opportunities and challenges for this role are to

- Review and suggest changes/amendments in existing Performance Management System to ensure its effectiveness and alignment with HR strategy and vision.
- Suggest and implement Potential Management Framework and introduce IDPs (Individual



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Development Plan) by linking learning interventions to initiate individual learning contracts in correlation with leadership development and growth.

- Assist in end-to-end internal organization cultural diagnostics survey, analyze the results and recommend appropriate action points for improvement and ensure regular follow up.
- Lead and execute training interventions with end-to-end management.
- Lead in designing and implementing recognition and motivation interventions.
- Develop employer branding programs for a robust Internal/External Brand for PSDF as an employer of choice including a specialized induction program.
- To give innovative ideas in order to promote and build culture of digitalization.
- Coordinate with Marketing Department to develop corporate newsletter.



What do we expect you to achieve?

i The main accountabilities for this role include

- Support in Developing a High-Performance Culture.
- Drive performance via the Performance Management System.
- Develop reward and recognition platforms to inculcate a culture of appreciation and recognition.



Are you the right fit for this job?

i To apply, you must have

- Bachelors degree or masters degree in Human Resources or any other relevant discipline from an HEC recognized university.
- Minimum of 5 years or above of relevant experience, preferably in HR.

The required experience for this role requires you to have

- Effective decision making and problem-solving ability
- Ability to understand different organizational work culture dynamics
- Ability to build strong working relationships

To collaborate and perform effectively, the role requires you to

- Excellent interpersonal communication and presentation skills
- Exceptional listening and assessment skills
- Strong result orientation
- Proactive & self-driven

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.



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- 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://forms.gle/fcpS1ALdexNCD6PYA>