

Assistant Manager Research Policy and Donor Management (RPDM)	Grade: 4
Job Reports to: Manager Research Policy and Donor Management (RPDM)	Location: Lahore
Cadre: Assistant Manager	Direct Reports: N/A
Location: Lahore	Travel: Infrequent

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 the 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 through its DFID UK Aid, funded programme. Since 2016, The geographical remit has expanded to the entire 36 districts of Punjab. PSDF has funded the skills training of 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.

PSDF works closely and collaboratively with some of the largest international donors and organizations such as the **World Economic Forum, UNICEF, DFID-UK Aid, ILO, and World Bank**. Through its partnership with the World Economic Forum, PSDF has set up Parwaaz, National Accelerator on Closing the Skills Gap in Pakistan. Parwaaz (<https://parwaaz.com/>) is the most powerful skilling platform of Pakistan, with strong ties with the most influential business leaders across 6 large and high-growth sectors. PSDF also signed a partnership agreement with **UNICEF** as its Implementing Partner for executing a large-scale research project on Out-Of-School Adolescents.

At PSDF, our team strongly believes in PSDF's mission and purpose. We work in a **fast paced** and **challenging** environment, striving to provide innovative solutions to enhance **youth employment** and **entrepreneurship**. We need someone who believes in our purpose and can deliver at our pace with exceptional quality of work.

We are looking for an **energetic, committed**, and a **mature professional** who has the **passion** and **demonstrated experience** in the field of **Research and Policy**, along with deep understanding and knowledge of the **Development Sector in Pakistan**.

The candidate will be expected to **exhibit innovation, analytical skills, perform, and deliver within tight timelines** and **proactively resolve problems** and **conflicts**. The candidate must be able to

independently manage and **actively support** projects under the **guidance** and **supervision** of **Manager RPDM**, by taking complete responsibility for the tasks assigned.

How the Role looks like



i You will report to **Manager Research Policy and Donor Management (RPDM)**. The candidate will actively support development, management, execution, and successful delivery of research projects for large international donors within **exceptional quality assurance** parameters. Based on PSDF's research agenda, candidate will work with research partners and coordinate between PSDF departments to collect, prepare, analyze, evaluate data, and contribute to the publication of reports and policy recommendations.

The primary job responsibilities for this role will be carried out under guidance and supervision of the Manager Research, Policy and Donor Management

- Carry out extensive **literature reviews and secondary research** to support development of **research concept papers and donor program documents** through content generation that is well-articulated and assured for quality and editorial excellence.
- Develop **ToRs, Expression of Interest and Request for Proposal** documents as well as eligibility and technical evaluation criteria for engagement of research firms and consultants.
- Develop well-designed and effective **research approach and methodology, survey tools** and study deliverables in consultation with subject matter experts.
- Develop comprehensive and realistic research **project plans**, with clearly defined activities and project milestones
- **Communicate** and **coordinate** efficiently with research consultants and counterparts/colleagues of international donors to ensure timely and smooth execution of projects.
- Proactively develop **periodic progress reports** for international donors as per reporting protocols.
- **Actively participate** in internal and external meetings and prepare well-articulated meeting notes and ensure efficient dissemination.
- **Analyze** and **synthesize**, quantitative and qualitative data, trends, insights, and evidence generated through research studies/knowledge-based projects. (preferably through softwares' such as STATA, SPSS, MS Excel)
- Support in development of quality assured **research study reports**
- **Proactively suggest programmatic recommendations** for donor funded projects as well as PSDF skills programmes to share with the Programme Development Department based on research results.
- Effectively **mobilize** and **build relations** as well as **update data bank** for potential research consulting firms and Subject Matter Experts across Pakistan who can deliver research projects.
- Support in planning and operationalizing **RPDM's events**
- Any other related task assigned by the Manager



i To apply, you **must** have

- **Master's** Degree from a HEC recognized/accredited university.
- At least **5-7 years** of relevant experience in reputed organizations. Development sector experience preferred.
- **Demonstrated experience** of independently managing or have actively supported research, policy, or knowledge-based projects with the public, not-for-profit or large international donors that reflect job responsibilities identified above.
- **Deep understanding and knowledge** of the dynamics of Development Sector in Pakistan (public and/or not-for-profit sector or large international donors)

To perform effectively as Assistant Manager Research & Policy, the functional requirements are:

- Exceptional written and oral, English language communication skills
- Exceptional quality assurance skills
- Strong content generation and report writing skills
- Strong data analysis and data representation skills.
- Proficient at data analysis softwares' such as SPSS/STATA or MS Excel will be preferred.
- Strong project management and stakeholder management skills

Behavioral and mindsets skills that will be most suited for the role:

- Results driven and persistent to get the desired results and takes ownership of actions.
- Strong ability to take feedback
- Logical and organized thinker
- Innovative and tries 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 extending support others to solve challenges.
- Demonstrate respect and fairness to all. 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 and **career growth** opportunities with the largest skills development fund in Pakistan.
- Experience a **professional** environment that believes in innovative solutions to addressing youth employment and entrepreneurship.
- Opportunity to **develop** and **execute innovative** approaches to skills development for Pakistan's youth.
- Hands on experience in **designing, managing, and publishing** results of highly diverse research projects in the field of youth employment, out of school children and skills for digital economy.
- Opportunities to **interact, learn and develop expertise** by actively working on large-scale donor funded projects. PSDF works closely and collaboratively with large international donors and organisations such as **World Economic Forum, UNICEF, DFID-UK Aid, ILO, and World Bank** as well as with the most influential business leaders of Pakistan through the Parwaaz platform <https://parwaaz.com/>.
- Opportunity to work as one team with the most talented, dynamic, and seasoned professionals in the Development Sector.
- Experience a progressive, transparent, and fair organizational culture.



Interested?

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

<https://forms.gle/fcpS1ALdexNCD6PYA>