



Skills For Success

Management Associate M&E	Grade: 2
Job Reports to: Lead M&E	Location: Lahore
Cadre: Management Associate	Direct Reports: N/A
Travel: Occasional	

**Last date to apply: 28<sup>th</sup> 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 be primarily responsible for managing the monthly stipend disbursement to the PSDF funded trainees.

**The main opportunities and challenges for this role are to**

- Coordinate with internal and external teams to ensure that the required reports are submitted within the specified deadlines.
- Prepare the monthly stipend recommendation notes for PSDF funded trainees at trainee level.
- Ensure that the process flow is being followed from end to end.



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- Maintain the monthly disbursement record.
- Coordinate with the IT team in order to maintain the database for stipend disbursement.
- Resolve trainee complaints timely, routed through different channels.
- Maintain record of complaint resolution in order to be shared with the Donors and Auditors.
- Manage the contract with the Third-Party Stipend Disbursement Firm.
- Timely invoice processing of Third-Party Stipend Disbursement services.
- Improve the stipend disbursement procedures through constant process innovation.
- Assist in any other projects assigned by the management.

## What do we expect you to achieve?



### **i** The main accountabilities for this role include

- Management and Execution of Stipend Disbursement Activities.
- Maintain Stipend Redeemed ratio at 90%.
- Resolution of stipend related complaints within 10 days.
- Performance management of Third-Party Disbursement Firm.

## Are you the right fit for this job?



### **i** To apply, you must have

- Bachelor's degree (16 years) from an HEC-recognized / accredited university in Economics / Marketing / Social Sciences or any relevant discipline.
- 0-1 year of experience.

### The required experience for this role requires you to have

- Knowledge of data analysis techniques
- Understanding of data quality audit techniques
- Good knowledge of program monitoring techniques
- Understanding of contract management

### 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: Procurement, 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.



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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/ZqPup5itAxgzpY6C7>