



Skills For Success

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| Assistant Manager Skills Programs | Grade: 4 |
| Job Reports to: Manager Business Development & Partnerships. | Location: Lahore |
| Cadre: Assistant Manager | Direct Reports: N/A |
| Travel: Frequent Local Travel Required | Indirect Reporting: N/A |

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 assist Manager Business Development and Partnerships in operationally managing all Skills Incubators of **Parwaaz, National Accelerator on Closing the Skills Gap in Pakistan**, set-up in collaboration with the World Economic Forum in July 2019.

You will make regular visits to Parwaaz Incubators (Training centers) and ensure the smooth execution of training as per the agreed timelines and standards. You will accompany the Manager to stakeholder visits, drafting Minutes of Meetings, facilitate in writing concept papers of identified roles, assist in follow ups and coordination with external stakeholders. Coordination with training partners / subject matter experts for the development of Curricula. You will support the Manager in any other task assigned to ensure achievement of targets and milestones. You will support in **managing projects** under the supervision of Manager Business Development for the for seamless execution of Parwaaz Pilot Project.

The main responsibilities for this role are to

- Assist Business Development (BD) Team to operationalize incubators under Parwaaz.
- Support in meetings with external stakeholders, drafting meeting notes and conducting rigorous follow-ups.
- Develop concept documents for identified roles.
- Coordination with training partners / subject matter experts for the development of Curricula.
- Ensure timely process of payments to training partners / subject Matter experts engaged under all roles.
- Develop project and work plans for each role and industry incubator.
- Draft monthly reports of progress of each incubator.
- Any other task assigned by the Manager Business Development for smooth execution of Parwaaz Skills Incubators.

Are you the right fit for this job?



- i** To apply, you must have
- Bachelors (16 years) degree in engineering, accounting & finance, social science, economics or any other relevant degree from HEC recognized institution.
 - 5-7 years of relevant professional experience.
 - Experience of leading curriculum development interventions in consultation with SMEs.
 - Experience of conducting Training Needs Analysis and developing trainings plans.
 - Exceptional written and oral communication skills.
 - Ability to perform and deliver under tight timelines on multiple tasks.



Skills For Success

- Project management and stakeholder management experience.

The required experience for this role

- Project Management Skills
- Strong Communication Skills (Written and Verbal)
- Build strong relationships with training partners and Subject matter experts to execute the training of roles as per set parameters.

To collaborate and perform effectively, the role requires you to

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?



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

<https://forms.gle/fcpS1ALdexNCD6PYA>