

Associate Research Policy and Donor Management (RPDM)	Grade: 3
Job Reports to: Manager Research Policy and Donor Management (RPDM)	Location: Lahore
Cadre: Associate	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 FCDO, 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 organisations such as the **World Economic Forum, UNICEF, FCDO, 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** supporting projects in in the field of **Research and Policy, Stakeholder and International Donor Management**. 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 **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 and knowledge-based 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.

Research Management

- Carry out **literature reviews and secondary research** to support **content generation** that is well articulated and assured for quality and editorial excellence.
- Support in developing quality assured **research concept papers, ToRs, Expression of Interest and Request for Proposal** documents along with well-designed **research approach and methodology, survey tools**, and study deliverables.
- Support in development of comprehensive and realistic **project plans**, with clearly defined activities and project milestones
- Support in analyzing and synthesizing quantitative and qualitative data trends, insights and evidence generated through research studies/knowledge-based projects and support in development of quality assured **research study reports**. Proficiency in softwares' such as STATA, SPSS, MS Excel will be preferred.

Donor Management

- Support in **donor reporting and management** through proactively **collecting and organizing information on programme targets and milestones** from internal departments on PSDF skills schemes, projects, and initiatives.
- Support in development of **periodic progress reports for international donor funded programmes**, on monthly, quarterly, and annual basis.
Parwaaz: National Accelerator on Closing the Skills Gap in Pakistan
- **Support in developing** innovative, well-designed and quality assured content, documents and presentations for **Parwaaz** (<https://parwaaz.com/>), National Accelerator on Closing the Skills Gap in Pakistan (Partnership between World Economic Forum and PSDF).
- **Co-ordinate and actively** participate in internal and external **Parwaaz** meetings and prepare well-articulated meeting notes and ensure efficient dissemination.

- **Conduct rigorous follow-ups** and provide professional assistance to PoCs of [Parwaaz](#) Working Panel members to ensure smooth execution of Parwaaz Skills Incubators.
- Research and assist in effectively **identifying** and **mobilizing businesses** to bring on-board on the Parwaaz platform for future scale-up.
- Create and **update data bank** for potential Subject Matter Experts and research consulting firms.
- Support in planning and operationalizing **RPDM's events**
- Any other related task assigned by the Manager

Are you the right fit for this job?

i To apply, you **must** have

- **Bachelor's Degree** (Master's Degree preferred) from a HEC recognized/accredited university.
- At least **2-years** of relevant experience in reputed organizations. Development sector experience preferred.
- **Demonstrated experience** of actively supported research, policy, or knowledge-based projects with the public, not-for-profit or large international donors that reflect job responsibilities identified above.
- **Strong 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 Associate Research, Policy and Donor Management, 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

Behavioural 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, FCDO, 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.



Interested?

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

<https://forms.gle/fcpS1ALdexNCD6PYA>