



Skills For Success

Associate M&E	Grade: 3
Job Reports to: Manager M&E	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Travel: Occasional	Indirect Reporting: Head of Monitoring & Evaluation

Last date to apply: 26th March 2021

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 This position monitors the activities of Training Service Providers (TSP's) according to M&E business rules; Evaluate reports submitted by third party evaluator and assist in result-based payment processing; Conduct field visits and ensures timely resolution of complaints; Ascertains trainee registration with examination bodies and monitor the examination process through field visits.

The main opportunities and challenges for this role are to:

- Assist in preparation of monitoring & evaluation and examination framework.



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- Assist in implementing the monitoring and evaluation framework for PSDF, follow up with different stakeholders and implementing partners.
- Carry out desk research for designing functional specifications and requirements of a system to report and maintain information about TSPs and trainees during and after training i.e. from Enrollment to Placement.
- Conduct field visits, as and when required, complaints redressal, follow ups, present findings and reports to Manager Monitoring.
- Coordination with TSPs, trainee, Third Party Monitoring firm, Examination bodies and external vendors to monitor the examination process through field visits and ascertain trainee registration.
- Assist Manager Monitoring in any other activities, duties and responsibilities assigned to him/her from time to time.
- Ensures training initiation after site inspections within stipulated time frame.
- Assesses evaluation reports submitted by third party evaluator and assist in result-based payment processing against vendor invoices.

What do we expect you to achieve?



i The main accountabilities for this role include

- Schemes Implementation and Execution.
- Overall Trainees Enrolled to completion ratio 90%.
- Resolution of complaints within 15 days.
- 100% implementation of M&E Frameworks.
- Performance management of TSPs to ensure compliance.
- Field Visits – Atleast 2 in a month

Are you the right fit for this job?



i To apply, you must have

- Bachelor's (16 years) or Master's (18 years) degree in Economics / Management / Social Sciences or any other relevant discipline from an HEC-recognized university.
- 2 years or above of relevant experience with Bachelor's degree OR 1 year or above of relevant experience with Master's degree.

The required experience for this role requires you to have

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



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- 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: 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.
- 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>