

TERMS OF REFERENCE

Position:	Young Professional Officer Private Sector
Department:	Programmes
Supervisor:	Focal Person/Manager Programmes
Contract:	Fixed Term (extendable)
Location:	Islamabad

General Scope of Work:

The YPO Private Sector will be responsible for providing support to team members on research, technical assistance, knowledge sharing and partnerships. He/she will provide thought leadership, and capture and share learning from experience through workshops, forums, and meeting participation. To mobilize the best available expertise, locally, nationally and internationally, to respond to private sector requests for assistance; fill gaps in the evidence base; make knowledge more widely accessible; and to help making available informed, participatory policy design and delivery to Line Manager.

ROLES & RESPONSIBILITIES

A. Operational (General/Administrative):

1. Work in collaboration with the Manager to ensure service delivery
2. Work in line with the organizational procedures
3. Facilitate routine activities of the department
4. Safeguard organizational interests at all times
5. Compliance with organizational policies and regulations
6. Following QMS guidelines to ensure branding
7. Ensure timely delivery of the projects

B. Functional (Task Specific):

1. Help insure thorough implementation of LEAD Pakistan's communications strategy in all print and electronic dissemination, nationally and internationally.
2. Support Line Manager to present proposals, ideas and discuss potential collaborations by creating feasible projects.
3. Support to organize the development of print and electronic publications and provide quality control in line with the organization's corporate identity standards.
4. Help in creating and maintaining publication schedules with varying formats/styles.
5. Where required, to maintain process and analyze data and information related to LEAD Pakistan's projects, occasional papers, Research Studies, Case Studies, and Updates to help in private sector engagement.
6. Support Project Manager in disposal of assignments and deliverables involving related research activities.
7. Coordinate with donors, private sector players, stakeholders for events/activities towards Organizational linkage to help support the Line Manager.
8. Employ quantitative and qualitative analysis techniques to determine the effectiveness of LEAD Pakistan's current portfolio.
9. Attend important meetings and agency events as required.

10. Assist in preparation of speeches, presentation, articles, reports, seminars and meetings
11. Write, edit, proof materials when assigned.
12. Other duties and responsibilities assigned by the Unit Manager

C. Symbiotic (Cross-Functional):

1. Help the Line Manager to develop/refine methods for partnerships/joint ventures in opportunities identified.
2. Work in unison with other departments/units
3. Archive data and ensure proper follow up on recorded recommendations/observations.
4. Attend status meetings, as and when required

Professional Requirements:

1. A minimum of 2 years of professional experience is required.
2. Excellent report writing and presentation skills are a must
3. Ability to meet targets within tight deadlines
4. Result-oriented team player and leader
5. Strong oral and written English communication skills required.
6. Sound judgment, flexibility, adaptability and cultural sensitivity.
7. Proficiency in MS Office Suite required.

Qualification Requirements:

A minimum of Master's degree in Business Administration or Social sciences or related discipline from a recognized university is required.