



JOB OPPORTUNITY

Registered under the Trust Act of Pakistan since September 2000, the Jamshed Akhtar Qureshi Education Trust [www.pkschools.org] provides primary education to 4,000 children from the lowest income, unserved, marginalized *katchi abadis* in Islamabad, through a network of ten community schools, operating under the Pehli Kiran Schools (PKS). In addition, it works with youth from these communities to enhance their livelihood opportunities, and guide their career paths.

Title of Position: Vocational & Enterprise Development Coordinator

Major Responsibilities:

- Develop and implement strategies to foster local enterprise growth and economic development.
- Identification of potential business opportunities, partnerships, and collaborations to enhance the entrepreneurial ecosystem.
- Provide guidance and assistance to local entrepreneurs in areas such as business planning, financial management, and market analysis.
- Monitoring and assessing the progress of enterprises, suggesting areas for improvement and sustainability.
- Planning, organizing, and facilitating workshops, training sessions, and networking events for entrepreneurs' skill enhancement.
- Collaborate with stakeholders, government agencies, and funding sources to establish and maintain relationships.
- Preparation of progress reports on enterprise development initiatives for the Livelihood Program Manager.

Required Qualifications and Skills

- Minimum 3 years of experience in the development sector.
- Excellent skills in leadership, time management and organization.
- Experience in managing stakeholders.
- Excellent interpersonal communication and reporting skills.
- Abilities and skills for multi-tasking.

How to Apply:

Send your resume at taimoor.saleem@jaqtrust.org latest by Thursday August 31, 2023.