

Coordinator Training and Certifications

Reports To: Director Skills & Capacity Development

Location: Islamabad

Maximum Age: 40 years

Qualifications & Experience:

Education:

- Minimum 16 years of education in computer sciences, social sciences, engineering, management, business administration or a related discipline from an HEC-recognized university.
- **Experience:**
- Minimum 05 years of post qualification experience in coordinating training and certification programs, preferably in the public sector or IT & ITeS domain.
- Familiarity with public sector skill development programs, IT & ITeS stakeholders, and the freelance ecosystem is highly desirable.

Key Responsibilities:

- Assist in the planning, development, and execution of training and certification programs for the IT & ITeS sector. The role involves coordinating with stakeholders, managing program logistics, and ensuring timely delivery of training and certification initiatives that align with organizational objectives and the overall growth of Pakistan's IT & ITeS export industry.
- Collaborate with internal teams, trainers, and vendors to develop and deliver training and certification programs.
- Coordinate logistics, including scheduling sessions, securing venues, and preparing materials for both in-person and virtual training programs.
- Assist in execution of skills development initiatives, including technical and management certifications, soft skills development, and internships.
- Actively coordinate with academia, government bodies, industry associations, and private sector organizations to build a collaborative environment.
- Assist in forging relationships with public and private sector entities to enhance program delivery and reach.
- Assist in tracking program progress, attendance, and outcomes, ensuring compliance with international standards and project requirements.
- Assist in maintaining an up-to-date database of participants, certifications, and training records.
- Assist in preparation of periodic progress reports and presentations for senior management and stakeholders.
- Conduct research and needs assessments to identify emerging training and certification requirements for the IT & ITeS sector.
- Monitor advancements in the global IT & ITeS market to ensure the relevance of training initiatives.
- Any other tasks assigned by the Senior Management

Skills:

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in MS Office and virtual collaboration tools.
- Ability to build and maintain professional relationships with diverse stakeholders.

- Detail-oriented with a proactive approach to problem-solving.
- Strong interpersonal skills and ability to manage diverse teams.
- Passionate about capacity building and skills development for Pakistan's IT & ITeS sector.