

Job Description: Institute Coordinator

Assigned to: Training institute
Status: Employee of the training institute (e.g. within the Project or Liaison Department)
Reports to: Management training institute

Responsibilities

The candidate:

- Is in charge of the coordination of the training phase at the training institute
- Ensures all required documentation is completed and filed
- Designs and assists in the recruitment process of trainees in the consultation with the enterprise
- Provides orientation and mentoring to trainees
- Facilitates the communication with the affiliated enterprise (incl. regular consultation meetings)
- Represents the training institute/CVT at meetings and workshops

Required competencies:

- Minimum of five years of work experience in training
- Thorough understanding of the TVET system and landscape in Pakistan
- Strong management and communication skills
- Excellent leadership and supervisory skills
- Strong presentation and interpersonal skills
- Committed and organised work attitude