

Job Description: CVT Manager

Assigned to: Lead Agency
Status: Employee of the enterprise or training institute or external body
Reports to: CVT Committee

Responsibilities

The candidate:

- Identifies and assesses enterprises and training institutes for the implementation of CVT courses
- Is responsible for the liaison between the CVT partners
- Provides assistance in terms of legal affairs and other required documentation
- Manages legal documentation and contracts
- Maintains records/database of trainees (past and present)
- Facilitates requests by the training institute or enterprise
- Represents and promotes CVT at external events/media

Required competencies:

- Minimum of seven years of work experience at a training institute or an enterprise at a senior management level
- Thorough understanding of the TVET system and landscape in Pakistan
- Experienced in contract management
- a background in legal affairs is desirable, but not compulsory
- Excellent management and communication skills
- Experienced in mediation/conflict resolution
- Strong leadership and supervisory skills
- Committed and organised work attitude