

Job Description: Enterprise Coordinator

Assigned to: Enterprise
Status: Employee of the enterprise (preferably Human Resource Department)
Reports to: Enterprise Management

Responsibilities

The candidate:

- Is in charge of the coordination of the on-the-job training phase in the enterprise
- Appoints and supervises the *Instructor*
- Designs the *rotation plan*
- Ensures all required documentation is completed and filed
- Designs and assists in the recruitment process of trainees in the consultation with the training institute
- Facilitates the communication with the affiliated training institute (incl. regular consultation meetings)
- Represents the enterprise/CVT at meetings and workshops

Required competencies:

- Minimum of five years of work experience in HRD
- Experienced in recruitment processes and the design of HRD measures
- 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