# Assistant Manager Training Projects

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| **Position Title: Assistant Manager Training Projects** |
| **Reports to: GM Projects** |
| **Department: Projects** |
| **Direct Reports: Manager Projects** |
| **Position Grade: III** |
| **Advertisement Date: 1st December 2024** |
| **Last Date to Apply: 17th December 2024** |

## Purpose (Strategic KPIs)

- The job holder will support Manager HRD Projects in all department-related matters.

## Principal Accountabilities (Duties & Responsibilities)

- Conduct stakeholder engagements to solicit feedback on the need for capacity-building programs in innovation and entrepreneurship.
- Carry out research on existing capacity-building initiatives and the areas that are targeted.
- Analyze the impact of existing government-funded capacity-building programs and identify areas for improvement.
- Perform a benchmarking exercise of capacity-building programs in other countries and provide recommendations.
- Assist in designing calls for proposals and other related documents.
- Assist in ensuring effective and active participation in capacity-building programs.
- Monitor and evaluate funded programs and create periodic reports.
- Coordinate with relevant stakeholders in all aspects of activities planning, monitoring, and implementation.
- Assist in developing a strategy for capacity building in the entrepreneurial ecosystem.

## Knowledge, Qualification, Skills, and Experience

- Minimum 16 years of education in Project Management/Business Management/IT-related disciplines from HEC-recognized local or foreign university.
- 3 to 5 years minimum experience in the ICT ecosystem.
- In-depth knowledge and experience of the entrepreneurial ecosystem will be an additive advantage.
- Understanding of market research and data analysis.
- Experience in managing capacity-building programs for ICT will be a plus.
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