

AM Training Projects

Job

Position Title: AM Training Projects

Department: Projects

Reports to: GM Projects

Direct Reports: Manager Projects

Position Grade: III

Advertisement Date: May 30, 2025

Last Date to Apply: June 17, 2025

Main Purpose (Role Summary)

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

Principal Accountabilities (Duties & Responsibilities)

Key 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

Qualification and Experience

- Minimum 16 years of education in Project Management/Business Management/IT-related disciplines from HEC-recognized local or foreign university.
- 3-5 years minimum experience in the ICT ecosystem.

Knowledge/Skills

- 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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