

Project Manager - Inspyre

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Company: Habib University Foundation

Location: Karachi

Category: other-general

Project Manager - Inspyre

Habib University Foundation, Pakistan The person in this position must have knowledge of youth education and development. The individual will be responsible for managing the project with regard to project implementation, budget management, project analysis and technical development of the project. Key Responsibilities & Duties- Responsible for managing the project with regard to project implementation, budget management, project analysis and technical development of the project.- Responsible for implementation of project activities vis-à-vis:- Management of youth selection and admission process- Coordination with the Marketing & networking department for designing and development of material- Managing the academic development and course implementation process over the project period.- Liaise with the government, private sector and philanthropist for promotion of the project- Work towards development of partnerships and collaborations with the private sector for career development of youth- Responsible for managing the project staff and the completion of activities as per project timelines.- Responsible for developing partnerships with institutes from the interior districts, for expansion of the program to regional hubs.

Job Specification- Advance knowledge of office related software (Microsoft Office, Internet and E-mail)- Proficiency in English language; good writing and speaking ability (including report writing and oral presentations)- Professional and personal traits;- Good listener, Creative thinker, Decision maker, Problem solver, Undertakes Responsibility, Team worker- Able to work in a challenging work environment

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