

Position Summary:

Position Title	Enterprise Development Officer
Number of Position	01
Gender	Male & Female
Unit/Department	Program
Job type	Contractual
Contract Duration	01 year (Extendable)
Duty Station	Mirpurkhas & Sanghar
Project Title	Manzil Youth Empowerment and Leadership

Duties and Responsibilities

- To support in strengthening the Rozgar Centers (RCs) at UC level with the coordination of Field coordinator.
- To assist in identification of Public & Private TVET Centers.
- To assist in identification and selection of low-income youth for skills development trainings in both targeted districts with support of PO Community mobilization.
- Support Youth-led enterprises and businesses generate income and create employment opportunities within their communities.
- To facilitate enterprise development, digital marketing and other business development trainings for youth and CSOs.
- To identify and link graduates of skill-based trainings with potential employment opportunities
- To identify and link low income youth with business development service providers
- To actively liaise with the public and private entities for ensuring employment of low income youth
- To conduct and familiarize low income youth at RCs with the basic digital skills
- To conduct coordination meetings between youth groups and public entities to explore employment opportunities for economic empowerment of the low income youth
- To attend internal monthly meetings of Youth groups
- To ensure regular coordination and provide technical assistance to youth groups for proper utilization of skills training/s RCs at targeted UCs in consultation with Project officer trainings and Business development.
- To facilitate press conferences led by youth groups and CSOs for improving the civic responsibility for inclusion of gender equity, climate sensitivity and youth's role at the district level.
- To collecting and document most significant stories, perception surveys and Tracer Studies with support of M&E
- To assist in data collection and developing weekly, monthly and quarterly plans and reports.
- To establish and maintain good relations with local government officials, local communities, civil society organizations and other influential stakeholders to support programs and advocacy activities
- Support in securing Letter of Agreement with skills centers and other entities to ensure 95% of the low income youth are employed during the project life time.
- To facilitate Provincial youth consultation & coordination meetings
- To do follow up visits to Youth groups in context of skills development and enhance employability and timely submission of visit reports to the supervisor.
- To ensure communication with all stakeholders especially academia, district government, relevant departments and CSOs is maintained regularly.
- To assist in planning, coordination and meetings with relevant parties.

Required Qualification & Skills:

- Master's degree in Social Sciences or other relevant discipline
- Minimum 5 years of field experience in the non-profit sector.
- Experience in youth engagement and skills development programs.
- Involvement in youth employment initiatives.
- Knowledge and experience of identification of skills and employment linkages within the public and private entities
- Proficiency in English language, both in writing and verbal communication
- Report writing skills to develop most significant stories, perception survey and Tracer Studies
- Proficient in MS Office applications including Word, Excel, PowerPoint and Outlook.
- Substantial knowledge regarding the program management on field level
- Strong organizational and leadership skills
- Excellent communication and representative skills (written, oral, cross-cultural)
- Positive attitude and ability to multitask and deal with stressful situations.
- Ability to adapt within the working environment.
- Ability to work as part of a team
- Adheres to strong ethical and professional values

How to Apply:

Interested candidates can apply through the application form link <https://forms.gle/nAKYbmpChSCrPXNQ6> by or before 5th December 2025.

If any need for clarification please contact through email hr@cssp.org.pk **Cell# 0336-3291938**

Note: Only short-listed candidates will be called for written test/ interview and organization reserves the right to cancel the advertised post. Local candidates are encouraged to apply. No TA/DA is admissible to candidates shortlisted for test/interview. Civil Society Support Program (CSSP) is equal opportunity employer, Females, Minorities and physically challenged candidates are encouraged to apply.