

JOB DESCRIPTION	
Assistant Vice President Sector Development	
Designation: Assistant Vice President	Reports to: Head of Sector Development
Location: Islamabad	
A. JOB SUMMARY	
This position will be responsible for formulation, launch and monitoring of all sector development initiatives planned by PMIC. The role will support the Head of Sector Development in creation of impact in digital finance, agriculture supply chain, enterprise development, impact financing and other economic areas pertaining to development finance.	
B. KEY RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Identify and work with development agencies (multi and bilateral), focus on relationship management with PMIC borrowers, sector stakeholders and other entities. 2. Design and manage grant funding projects on access to finance, write concept notes, proposals, project monitoring and completion reports and review a range of other publications. 3. Generate innovative ideas and replicate international best projects in Pakistan to benefit poor farmers, Micro and small entrepreneurs and women clients. To involve and coordinate with different stakeholders on project design, planning implementation and monitoring. 4. To work with digital platforms for the development of e-commerce/market-place for small entrepreneurs and farmers. Provide advisory services/ technical hand holding of implementing partner organizations for effective project deployment. 5. Actively engage prospective donors, social investors, financiers in the local and international markets, foundations, international MIVs, corporate entities, among others for raising funds (for PMIC activities and other sector wide initiatives) and garnering support for implementation of initiatives. 6. Assist in the design and development of PMIC Challenge Fund for development of innovative approaches to meet PMIC’s social objectives. Interact with corporates sector to mobilize CSR funds for PMIC initiatives. 7. Design medium-and long-term strategic plans for different projects and product verticals. Organize seminars/training workshops for microfinance providers and other stakeholders. 	
Education: Masters/MBA (Preferable specialization in Economics/Development Studies/ Project Management)	
Experience: More than 7 years in a Microfinance Bank/ Microfinance Institution/ Development Institution in Developing Products and Partnerships	
Functional Competencies <ul style="list-style-type: none"> ▪ Excellent communication and Presentation skills. ▪ Proficiency in MS Office ▪ Project Management Skills ▪ Analytical Skills ▪ Proposal development and budgeting Skills 	Core Competencies <ul style="list-style-type: none"> ▪ Teamwork ▪ Decision making and problem solving ▪ Initiative and change driven ▪ Planning and organizing ▪ Project design and implementation