

| A) Job Description | | | HR JD DOC NO |
|--------------------|--|------------|--------------|
| Job Title | Assistant Manager/ Sector Expert Associate (Agriculture) | Department | |
| Reports To | Director | Location | Head Office |

B) Job Responsibilities

Job Objective:-

To assist Director/ senior management in their tasks or any other assignment, research, documentation, presentations & coordination to achieve the organizational goals of PBIT.

Principal Responsibilities:

The candidate will actively support development, management, execution, and successful delivery of projects/assignments under PBIT. Based on PBIT's mandate and research agenda, candidate will work with research partners and coordinate between departments to collect, prepare, analyze, evaluate data, and contribute to the publication of reports and policy recommendations. **The primary job responsibilities for this role will be carried out under guidance and supervision of the Director/ Senior Management.**

- Carry out extensive literature reviews and secondary research to support development of research concept papers, program documents through content generation that is well-articulated and subsequent project identification, with specific focus on Agriculture and related fields
- Assist in the analysis and design of investment proposals/ projects to recommend the best applicable model based on existing legal and regulatory arrangements, potential attractiveness to the private sector and bankability
- Undertake evaluation of industrial projects in Special Economic Zones as per their business plans and cited land & plant/machinery requirements based on the information provided in the approved Feasibility Study/ business plan submitted by the applicant against the prevailing practices in the Agriculture and related industry
- Actively contribute to develop feasibility reports/ investment proposals to attract investments in related sectors of Punjab's economy
- Assist in identifying the priority projects, with special attention to those concerning external connectivity, energy availability, and urban infrastructure.
- Study and analyze regional physical, economic, social, and environmental and accessibility scenarios to establish market based evaluation base line to be used as a benchmark(s) during assessment of Agri based projects, to ensure transparency
- Communicate and coordinate efficiently federal & provincial bodies to ensure timely and smooth execution of projects/ assignment.
- Actively participate in internal and external meetings and prepare well-articulated meeting notes and ensure efficient dissemination.
- Analyze and synthesize, quantitative and qualitative data, trends, insights, and evidence generated through research studies/knowledge-based projects. (preferably through softwares' such as STATA, SPSS, MS Excel)
- Support in development of quality assured research study reports/ sector analysis.
- Effectively mobilize and build relations as well as update data bank for potential projects/ investors in Punjab.
- Support in planning and operationalizing PBIT's core functions including managing internal and external documentation.
- Any other related task assigned by the Management.

C) Job Requirements / Qualifications

Education:

Master Degree in Agriculture **OR** 16 years education in Agriculture from HEC approved Universities with minimum CGPA of 3.0

Experience:

At least 5-7 years of relevant experience

Maximum age 35 years