

Manager Skills Development



Responsibilities:

- Managing skills based programs for children and adults with Down syndrome and overseeing its smooth functioning.
- Coordinating with various instructors, design curriculum & weekly lesson plans, develop individualized education plans, and understand student learning outcomes for individuals with Down syndrome. Also, ensuring a conducive learning environment for individuals with Down syndrome.
- Creating strategies for employment and self-employment of adults with Down syndrome.
- Maintaining records to evaluate progress of individuals with Down syndrome as per the goals set.
- Responding to queries of parents in stipulated amount of time and provide appropriate facilitation.
- Conducting appropriate research and collect objective data for gauging process of the programs.
- Identifying opportunities for collaboration in the community to establish a working relationship for programs.
- Ensuring dissemination for promotional material for increasing engagement of relevant stakeholders with KDSP.
- Ensuring proper management of Lehr brand by KDSP.
- Reporting monthly/quarterly to the head of department and facilitating smooth inter-departmental communication.
- Ensuring any other necessary documentation required for the department's effective functioning.
- Any other task as assigned by the Management.

Requirements:

- Bachelor's degree from an HEC recognized institution.
- 4-5 years of relevant work experience.
- Exceptional written and verbal communication skills.
- Must have excellent creative skills.
- Highly organized, responsible and compassionate.
- Must be able to work in close collaboration with peers.
- Must be proficient with using Internet, Email, and MS Office Applications.

To apply, please email your CV at **jobs@kdsp.org.pk**
Please mention the position title in the subject line.



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