



Dated: 05/09/2009

Subject: Nominations -Training program for Group Consultants

Dear Sir,

A step further towards continuous improvement and sustainability of the on going activities of the Group consultant, Bfz has planned to impart further training to the existing team of group consultants as well as include nominees from each association as a potential future replacement for the existing personal in case of any undesired situation.

To accomplish this Bfz Consultant, Mr. Andreas Dohle will conduct training session for three days. The following are the details:

- a) Dates: 13th ~15th October, 2009,
- b) Venue: Sheraton, Karachi
- c) Start: 9.30 am~5.30 pm.
- d) Financed by: Bfz gGmbH International Division
- e) Eligibility experience: 3 years work experience in related field or Textiles
- f) Invite nominees : Minimum 3 persons who are considered potential future group consultants.

In this regards, we request you to kindly nominate between 3 persons with the qualification and Experience pursuant to the below listed chart.

Kindly note that names and contacts of the nominees are required in writing no later than 7th of October, 2009.

POSITION DESCRIPTION AND COMPETENCIES		
POSITION: Group Consultant		
POSITION DESCRIPTION AND DUTIES		
Assignments within sector	Assignments within the members of Association	
<ul style="list-style-type: none"> Lead and facilitate meetings and debates of entrepreneurs and promote an associative culture 	<ul style="list-style-type: none"> Elaborate reports and organize documents concerning the sector units 	
<ul style="list-style-type: none"> Act as an orator or announcer for groups of entrepreneurs, redirecting information between the entity and the sector 	<ul style="list-style-type: none"> Support the institutional promotion of the Association together with other entities and the entrepreneurs 	
<ul style="list-style-type: none"> Visit participating enterprises and entrepreneurs that might take part in future 	<ul style="list-style-type: none"> Report to the entity's committee, the directorate of the Association, and the steering committee about the progress of the work within the sector units 	
<ul style="list-style-type: none"> Recruit new members for the Association 	<ul style="list-style-type: none"> Elaborate financial plans for the groups and support the collection of funds to accomplish these plans 	
<ul style="list-style-type: none"> Travel and launch new sector units to support the geographical internalisation of the Association 	<ul style="list-style-type: none"> Use of pro-active approach in search of new services that the Association may offer to the entrepreneurs 	
<ul style="list-style-type: none"> Realize the development of the sector by annual planning of the sector units and monitoring of undertaken actions 	<ul style="list-style-type: none"> Create communication mechanisms between members of the Association and the sector units 	
<ul style="list-style-type: none"> Coordinate and realize kick-off meetings with the sector units furthermore attending entrepreneurs on technical study trips and on fairs of the sector unit 	<ul style="list-style-type: none"> Participate in trainings and reunions with the coordination of the program 	
<ul style="list-style-type: none"> Make the budget planning for professionals to realize teachings and special courses 	<ul style="list-style-type: none"> Implement and monitor the entity's annual planning along the focus groups 	
<ul style="list-style-type: none"> Support and promote the creation of interaction mechanisms among the focus groups 	<ul style="list-style-type: none"> Attend the planning of the Association and care about the monitoring of actions 	
<ul style="list-style-type: none"> Create lists of participants and keep the minutes of reunions 	<ul style="list-style-type: none"> Manage documentation related to project for administrative purposes 	
<ul style="list-style-type: none"> Prepare reports and archive documents 		
<ul style="list-style-type: none"> Create spreadsheets, business letters and presentations with the computer 		
COMPETENCIES		
	MINIMUM REQUIRED	DESIRABLE
Instruction	Bachelor degree and 5 years work experience or Master Degree 3 years work experience	Graduate course in Project Management or hands on experience in similar capacity

For further assistance, please feel free to contact the person below at all times.

Salahuddin

National Project Coordinator

Bfz gGmbH International Division

S.M.A Rizvi Institute

Plot No. 231, Sector 23, Road 10000

K.I.T.E

Cell +92-300-8442280

Email: bobby01@nexlinx.net.pk