



## **Career Opportunities: Learning and Development Officer (Contract Staff) (2600)**

Requisition ID 2600 - Posted 09/26/2023

**Job Reporting to: Learning and Development Manager**

**Location: HQ**

### **Job Purpose**

The Learning and Development Officer is responsible for the coordination and administration of a range of learning and development activities and projects as per annual and project activity plans; as well as ensuring the development and maintenance of critical documentations in the department as well as MIS and reporting.

### **Main Responsibilities**

- Assisting the L and D Manager in execution of the annual training calendar ensuring full completion within targeted timescales and providing timely and accurate updates to L and D specialists and L and D Management.
- Developing and maintaining accurate and easily accessible records and processes for all learning and development activities and processes including recording and monitoring attendance, ensuring that staff required to attend specific workshops are easily identified and followed up. Oversee periodic reporting as requested.
- Custodianship of the L and D Master file; Custodianship of documentation and filing.
- Analyze project and activities implementation data in reflection of the L and D Metrics; Work with the Quality assurance team in reporting and sharing of success factors.
- Assist in general administration and day-to-day implementation of the Learning and Development initiatives.
- Champion automation of learning and development processes and department facilities.
- Gather and collate training participant's feedback, supporting evaluation processes and maintaining key performance data.
- Provide general administrative support to members of the T&D team, including email correspondence, booking meetings and weekly updates.

- Assist with the preparation of the annual Learning and Development Plan in conjunction with the Talent and Learning and Development Manager and broader Human Resources team.
- Maintain training attendance, rosters, records, and facilitator/attendee training materials.
- Use questionnaires and evaluation forms to track participants' satisfaction levels with the training program, training content and the trainers.

### **Education Qualifications, Competencies and Attributes Required**

- Bachelor's degree in education, HR or related
- Certification in L and D Management, and TOT will be an added advantage.
- Knowledge of various learning models
- Knowledge in instructional designing
- Good Facilitation and Presentation skills
- Self-motivated and a good team player
- Excellent interpersonal and networking skills, internally and externally.
- Commitment and accountability
- Supervisory/Leadership Skills – i.e., lead by examples
- Honesty
- Integrity
- Ability to inspire others.
- Creativity

**Deadline 2nd Oct 2023**

To apply, [\*\*CLICK HERE\*\*](#)