

JOB DESCRIPTION - LEARNING AND DEVELOPMENT MANAGER	
JOB TITLE: LEARNING AND DEVELOPMENT MANAGER	WORK CENTE :HEADOFFICE
SUPERVISOR TITLE: ADMINISTRATION MANAGER	DEPARTMENT: HR & ADMINISTRATION
Job Summary: Description of the purpose of the job	
To head and develop the Learning and Development function of the company, coordinate and communicate the activities of the training unit , deliver training to staff as required and administration of training personnel.	
Key Responsibilities: Brief description of duties or the responsibilities for the job	
<ol style="list-style-type: none"> 1. Sets up and maintains the learning and development function. 2. Assesses the learning and development agenda in line with the organization people strategy and advises management on the way forward. 3. Alignment of learning and development to staff engagement and talent management. 4. Oversees learning and development programmes that include web-based seminars, printed manuals, group sessions, training videos, and more 5. Determines training needs and requirements for an organization or group by meeting with managers, talking with employees, or administering surveys 6. Reviews existing training materials produced by third parties to determine appropriateness and relevance 7. Modifies or creates course materials and training manuals to meet specific training needs 8. Presents in-person and online training sessions. Schedules training sessions, organizes information technology and other equipment, and manages course enrolment 9. Monitors training programmes and manuals to ensure that they are effective and up-to-date and makes updates as necessary 10. Works with managers to address learning issues, instruction problems, or new educational needs regarding specific employees or departments 11. Manages costs for all programmes, productions, and publications in order to report to organization executives regarding a return on investment 12. Specializes in a particular industry and keeps current on the activities and needs of that industry by attending regular meetings, conferences, and seminars 13. Advises of the training techniques in line with emerging trends. 14. Measures the return on investment of all the learning and development initiatives. 15. Seeks for funding for learning and development initiatives. 	
Reporting Relationships	
Supervisor: Chief Human Resource Officer	

Subordinates: Human Resource Assistant

Contacts/liase with the following offices:

Internally

- All staff

Externally

- All UEGCL visitors.

Education, Professional Requirements and experience: The minimum education level required to perform this job.

- Bachelor's in Human Resource Management, Arts or Sciences, Engineering
- Masters in Human Resource Management or Business Administration, Master of Organizational Psychology or Post Graduate Diploma in Human Resource,

Related Job Experience/Qualification: The Experience required to perform this job.

- An experience of at least 5 years in similar organizations in a senior level management experience leading a learning and development function in a busy organization.

Additional Skills/Competences: In addition to the experience and educational requirements listed above

- Demonstrated leadership and negotiation skills.
- Excellent planning and organizational skills.
- Strong analytical and problem solving skills.
- Good communication, facilitation and presentation skills.
- Strong interpersonal skills and high level of integrity.
- People management skills
- Report writing skills
- Change management skills
- Conflict resolution skills
- Computer literacy