

JOB VACANCY

HDC (161)-HR/TU/2021/116
11th March 2021

**Human Resource Development Officer
Human Resource Management****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in Human Resource Management (**OR**)
2. Advanced Diploma or MNQF 6 Qualification in Human Resource Management with minimum 2 years' experience in human resource field.

OVERALL SCOPE

Identifying organizational needs and recommending appropriate plans and programs to ensure all employees have the skills, knowledge and experience to perform their roles to the highest standard and meet the future needs.

SCOPE OF WORK

- Build training programs from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other members of the learning and development team
- Design and expand training and development programs based on the needs of the organization and the individual staff and devise a training strategy for the organization.
- Produce training materials and contents for in-house courses
- Create and/or deliver a range of training using classroom, online and blended learning
- Planning, developing, and providing training and staff development programs, using appropriate and necessary methods.
- Manage, monitor and ensure the effectiveness of the training and development programs.
- Evaluating training and development programs and ensure that statutory training requirements are met
- Amending and revising programs as necessary to adapt to changes occurring in the work environment.
- Monitoring training budgets and monthly expenditure reports.
- Researching approaches and methodologies for effective utilization of human resources within the organization through the best practice human resource activities such as Job Analysis, Succession Planning, etc.
- Identifying new ways and areas of staff skill development programs.
- Research new technologies and methodologies in workplace learning and present this research
- Produce programs that are satisfactory to all relevant departments in the organization, such as Head of Departments, managers, administrative level staff and board level

JOB SKILLS AND SPECIFICATIONS

- Knowledge of Organizational Development and HR functions and processes.
- Knowledge and application of best practices in HRM.
- Discretion and need for Confidentiality.
- Strong interpersonal skills.
- Should be an effectual communicator verbally as well as through writing skills.

SALARY PACKAGE:

Gross Salary between 16,250.00 to 18,125.00 based on qualification and experience.

Application Process:

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy through the link (<https://rb.gy/fjxhno>). For any additional queries please contact to 3355305.

Application Deadline:**Date: 17th March 2021 (Wednesday)****Time: 14:00hrs**