



JOB DESCRIPTION

Job Title	Sr. Manager, Learning & Performance
Company	JLG Investment Holdings Sdn Bhd

SUPERVISION	
Reports To	Head, Enterprise Learning & Performance
Co-Reporting To	-
Responsible To	Head, Enterprise Learning & Performance

SUMMARY OF DUTIES
<p>Lead the strategic direction, design, and execution of enterprise-wide learning and performance management initiatives to support organizational transformation, workforce capability building, and high-performance culture.</p> <p>Responsible for shaping the learning ecosystem, institutionalizing a robust performance framework, and aligning all development programs to business strategies and future workforce requirements.</p> <p>Serve as a thought partner to leadership, driving continuous learning, succession readiness, and employee engagement through innovative and impactful learning solutions and performance strategies.</p>

MAIN DUTIES / RESPONSIBILITIES
<p>Strategic Learning & Capability Development</p> <ul style="list-style-type: none"> Define and implement the organization's learning strategy, aligning with strategic business goals, talent needs, and future skills requirements. Drive enterprise capability building programs that focus on upskilling, reskilling, and leadership pipeline development across all levels of the organization. Oversee the design and execution of a Learning Architecture that includes technical, functional, and behavioural development frameworks. Introduce modern learning modalities (blended learning, digital platforms, coaching, mentoring) to support diverse learning needs. Embed learning analytics and insights into program design and delivery for continuous improvement. <p>Performance Management & Culture Building</p> <ul style="list-style-type: none"> Lead the performance management strategy and execution, ensuring alignment with organizational objectives and business unit priorities. Continuously improve the Performance Management System (PMS), including policies, tools, and processes to drive accountability, transparency, and development.

- Serve as the Performance Business Partner to department heads and senior leaders, enabling robust performance dialogues, calibration sessions, and talent discussions.
- Drive the integration of performance data into rewards, succession, and workforce planning decisions.
- Promote a culture of real-time feedback, coaching, and development plans for both high performers and those needing support.

Leadership Development & Succession Planning

- Lead the design and implementation of leadership development frameworks, talent acceleration programs, and succession plans for critical roles.
- Partner with HRBPs and executive leadership to identify and nurture high-potential talent, ensuring a healthy leadership pipeline.
- Oversee implementation of Individual Development Plans (IDPs) and cross-functional development assignments.

Governance, Program Management & Budget Oversight

- Lead the annual Learning & Development planning cycle, including budget planning, program roadmaps, vendor management, and compliance reporting.
- Ensure proper governance and documentation of all learning and performance initiatives in alignment with regulatory and quality assurance standards.
- Evaluate and manage strategic partnerships with external vendors, consultants, and learning platforms to ensure high-quality and cost-effective delivery.

Data Analytics, Reporting & Impact Evaluation

- Develop and maintain robust learning and performance dashboards, KPIs, and scorecards for review by senior management and Board Committees (if applicable).
- Monitor and evaluate program effectiveness and ROI through pre/post-assessments, business impact analysis, and stakeholder feedback.
- Leverage HR analytics to uncover trends, gaps, and opportunities related to workforce development and performance.

Stakeholder Engagement & Change Enablement

- Collaborate closely with HR Business Partners, Talent Management, OD, and Functional Leaders to embed learning and performance practices within business processes.
- Act as a change agent and champion for learning and performance, ensuring stakeholder buy-in and alignment across the organization.
- Promote employee engagement through accessible, inclusive, and impactful development opportunities.

QUALIFICATION

- Bachelor's Degree in Human Resource Development, Organizational Psychology, Business Administration, or related field.
- Master's Degree or professional certifications in Learning, Talent Management, or Organizational Development is an added advantage.

EXPERIENCE	<ul style="list-style-type: none">Minimum 10–12 years of progressive experience in Learning & Development and/or Performance Management, with at least 3–5 years in a managerial or strategic role.Experience in leading enterprise-wide learning strategies, managing cross-functional initiatives, and dealing with senior leadership stakeholders.Strong knowledge of competency frameworks, performance management systems, leadership development models, and learning technologies (LMS, e-learning platforms, etc.).
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CORE COMPETENCIES	FUNCTIONAL COMPETENCIES
1. -	1. -

KNOWLEDGE & SKILLS	
TECHNICAL SKILLS	<ul style="list-style-type: none">
OTHERS	<ul style="list-style-type: none">

FUNCTIONAL STRUCTURE