



Job title	Learning & Development Division Manager
Reports to	Department Manager

Responsibilities

- Consult, partner and work collaboratively with HR business partners, senior business leaders and other key stakeholders to perform on-going learning needs analysis
- Work closely with senior management to identify and anticipate learning needs of target participants
- Lead in analyzing, designing, developing, delivering and evaluating functional development programs for an organization.
- Identify and implement functional development resources, programs and tools in alignment with identified leadership competencies and organizational goals
- Design and incorporates effective communication and feedback methods for functional development curriculums
- Actively research, creatively design and implement effective methods to educate and enhance performance

Requirements

- Master's Degree in Human Resources, Business Administration or related field
- 5 - 8 years of experience in a Learning and Development, Training or related field
- Experience in managing the talent development, leadership development is preferable
- Experience in instructional design /delivering learning content / facilitating training workshops
- Knowledge of adult learning theories and practice
- Excellent communication, and presentation skills
- Strong command in English

Approved by:	JB Hired (on behalf of CEO)
---------------------	-----------------------------