

Job Title: HRO I - Learning and Developing

Job Summary

The Human Resource Officer I is responsible for supporting the Senior Professional, Learning and Developing in the design, implementation, and evaluation of learning and development programs within the Authority. This role requires a degree in Human Resources, Business Administration, Psychology, or a related field, proficiency in Microsoft Office, and a minimum of three (3) years of related experience. Key skills include knowledge of learning management systems, data analysis, effective communication, and the ability to maintain confidentiality and professional relationships.

Key Accountabilities:

- Conduct research to support the identification of training needs through feedback surveys, group sessions, and consultations with Department Managers.
- Support the implementation of development plans and career progression initiatives.
- Maintain and update relevant databases/applications with current training schedules, materials, and employee records.
- Generate reports, highlighting trends through data analysis to measure training outcomes.
- Monitor training activities to ensure compliance with Authority policies and industry regulations.
- Assist in the creation of e-learning modules and online training content.
- Schedule and organize training sessions, workshops, and seminars.
- Coordinate training inclusive of but not limited to venue booking, materials preparation, and participant communication.
- Maintain training records and track employee participation and progress.
- Collaborate with other HR team members to ensure cohesive support for all HR functions.

Submission of Applications: Email a copy of your CV and Cover letter to: jobs@eaastaff.com

Please be advised that submission of resumes close on 25th August 2024.

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.