

Senior Training & Development Officer

We're seeking a dedicated Senior Training & Development Officer to join our Training & Development Team and play a crucial role in providing support to the People & Culture Department.

The Senior Training & Development Officer will play a key role in designing, implementing, and evaluating training programs that align with CPL Group's strategic objectives. Reporting to the Training & Development Manager, this position focuses on improving employee performance, fostering career development, and promoting a culture of continuous learning.

Responsibilities:

- Collaborate with the Training Manager to assess needs and create training programs, both in-house and outsourced, using various methods like role-playing and discussions.
- Help develop and implement learning strategies aligned with business goals, staying updated on industry best practices to incorporate into training.
- Design tools to measure training effectiveness, gather feedback, and report on outcomes, ensuring programs meet regulatory standards.
- Work with supervisors to create personalized development plans, offer coaching, and promote leadership and succession planning.
- Assist in managing the training budget, coordinate with vendors, and maintain accurate records of training activities and costs.
- Collaborate with other departments to ensure training aligns with organizational changes and participate in HR and development projects.

The ideal candidate for this role must possess the following qualifications and competencies:

- Bachelor's degree in HR, Organizational Development, Education, or related field.
- Over 5 years of experience in training and development, with 2+ years in a senior role.
- Expertise in adult learning principles and instructional design.
- Proven ability to design and deliver training in various formats (in-person, virtual, blended).
- Strong communication, presentation, and facilitation skills.
- Analytical and problem-solving abilities.
- Experience in project management; proficiency with e-learning software is an asset.
- Strong leadership and people development skills.
- Excellent organizational and time management abilities.
- Ability to manage multiple projects and prioritize effectively.
- Proactive, results-driven approach with high emotional intelligence and adaptability.

If you have the skills and key requirements as listed, please send a brief cover letter addressing your relevant experience with your updated CV. Only short-listed candidates will be contacted for an interview.

All applicants should apply by email only with Position Vacant - Senior Training & Development Officer in the subject line to:

Team Leader - People & Culture

CPL Group, PO Box 1663, Port Moresby, National Capital District

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