



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the above-mentioned position.

TRAINING AND DEVELOPMENT MANAGER (Level 7)

QUALIFICATIONS AND SKILLS REQUIRED:

- At least a Bachelor's Degree in Education or Social Sciences
- Professional training/certification in Human Resource Development/Training Management or adult Learning Systems.
- At least five (5) years experience working in the HRD/Training field at a management level.
- Excellent management skills
- Sound knowledge of Training and Development Techniques
- Good decision making and problem solving skills
- Good oral and written communication skills

REPORTING RELATIONSHIP

Reports to: Director – Human Resource Management and Administration

PRINCIPAL RESPONSIBILITIES:

- Certify and approve payments to training suppliers and providers
- Produce training events outside regular Agency programme including seminars and workshops.
- Managing training resources such as training room, equipment etc
- Provide guidance to Directors and Managers in determining training needs, career plans, job coaching and succession training.
- Provide career counselling to all members of staff
- Prepare Unit Annual Budget and Training Plan
- Maintain and manage Unit's records
- Recommend HRD strategies to the Director HRMA
- Conduct Training Need Assessment

Applications should be submitted no later than
Tuesday, November 23, 2021 to:
Manager, Personnel and Industrial Relations
National Works Agency
140 Maxfield Avenue
Kingston 10

Or

Application can be sent via email to:
Recruitment@nwa.gov.jm

The Agency thanks all applicants.
Only individuals short-listed will be contacted.