



CAREER OPPORTUNITY

Applications are invited from suitably qualified team members for the under-mentioned position:

TRAINING AND DEVELOPMENT OFFICER (Level 5)

Minimum Requirement

QUALIFICATION AND EXPERIENCE:

- At least a first degree in Public Administration, Social Sciences or equivalent.
- Specialized training in Human Resource Development/Training Techniques.
- At least 3 years' experience in Human Resource Development.

PRINCIPAL DUTIES/RESPONSIBILITIES

- Good interpersonal skills.
- Excellent organizational skills.
- Excellent oral and written communication skills
- Excellent problem-solving skills.
- Must possess an eye for detail.
- Ability to demonstrate a high level of integrity and ethical standards.
- Good negotiation skills
- Conduct training needs assessments using various kinds of survey methods on a yearly basis.
- Develop training plan annually based on results from survey conducted.
- Design & implement training programmes for staff members.
- Research & recommend appropriate training & development strategies for team members.
- Process overseas travel for relevant staff
- Disseminate updated information on training and development and scholarship.
- Develop and implement training events outside regular Agency programmes including seminars and workshops.
- Facilitate the development of quality in-house trainers.

Submit application in writing no later than
Thursday, November 2, 2023 to:

**Human Resource Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10
or
email: recruitment@nwa.gov.jm**

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