



## NATIONAL TRANSPORT CORPORATION

### **SCHEME OF SERVICE**

- POST:** **TRAINING MANAGER** (on contract)
- SALARY SCALE:** Negotiable within the range of: 42,200 – 69,800
- AGE LIMIT:** Candidates should not have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications

### **QUALIFICATIONS & EXPERIENCE:**

- A. The Cambridge Higher School Certificate or the GCE “A” Level in at least 2 subjects or equivalent;
- B. A first degree from a recognized institution preferably in Management/Administration/Human Resource Management from a recognized institution or equivalent;
- C. Candidates should –
  - (i) have at least 5 years' experience in the provision of training, developing occupational competencies and curricula as well as management of training at Management level in either the public or private sector;
  - (ii) have leadership qualities, interpersonal skills and capacity to work under pressure;
  - (iii) work in a team;
  - (iv) be proficient in Information Technology; and
  - (v) have an understanding of e-learning techniques.

Candidates should produce written evidence of knowledge and experience claimed.

### **Role and Responsibilities:**

The Training Manager will be called upon to mainly manage training courses, prepare, facilitate, monitor, evaluate and document training activities. Other activities will consist to conduct Training Needs Analysis to identify courses, develop training handbooks, e-materials, etc., manage a pool of resource persons, facilitate learning, manage training courses (organisation, delivery, logistic, feedback, etc) and to identify and conduct research areas. The Training Manager will report to the General Manager.

**DUTIES:**

- 1) To identify training and development needs within the National Transport Corporation (NTC);
- 2) To design and expand training and development programmes based on the needs of the NTC and the individual;
- 3) To manage the delivery of training and development programmes and, in a more senior role, devise training strategy for the NTC;
- 4) To develop and devise learning plans and produce training materials;
- 5) To be involved in the creation and/or delivery of e-learning packages where necessary;
- 6) To research new technologies and methodologies in learning;
- 7) To identify, formulate, prepare, cost, facilitate, monitor, evaluate and document training activities;
- 8) To design and ensure implementation of the assessment and certification system;
- 9) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Training Manager in the roles ascribed to him/her.

**Note:** The Training Manager may be required to work outside normal working hours.

**Prescribed on: 26.07.24**

