



Specialist; Learning And Talent Development (1 Position(s))

Job Location :

Head Office

Job Purpose:

Work with Subject Matter Experts (SMEs) to design and deliver training solutions, advise, and support the analysis, scoping of development needs, identify solutions, monitor, and evaluate different learning solutions put in place.

Main Responsibilities:

- Create a range of solutions to optimize performance results (e.g., classroom and online courses/sites/performance support, simulations, assessments, graphics, video, social media, etc.)
- Manage revisions and updates to traditional learning programs and eLearning courses from time to time as per guidelines.
- Ensure content meets learning objectives by assessing, developing, and deploying feedback mechanisms.
- Comply and ensure quality design, development, and delivery (facilitation) of learning solutions via learning and development standards, including instructional design and adult learning approaches and principles.
- Monitor effectiveness of the delivered learning solutions and usability of instructional media elements developed and recommend any strategies for improvement.
- Implement periodic training impact assessment including of course evaluation, analysis of participants and trainers' feedback and assessment in both classroom and online settings.
- Perform periodic course reviews based on identified gaps in either design process, evaluations or changes in the business.
- Support stakeholders by providing various training programs options and use of NMB e-learning portal.
- Evaluate each training programs conducted and submit a detailed report on the successes, challenges and recommendations from the training.
- Prepare and submit timely monthly, quarterly, and annual training reports and prepare proposals for the purpose of documenting activities and providing references.
- Ensures the quality of learning solutions is adhered to in different delivery channels (classroom, online, social, podcasts, webinars)
- Perform periodic course reviews based on identified gaps in either design process, evaluations or changes in the business.
- Assessment of the shelf solutions delivered or partnered with third party including identifying improvement areas and advise for change implementation.
- Verify programs agreed objectives, assessments, and outcomes for both online and classroom programs.

- Liaise with HRBPs to ensure compulsory training (online, certification & Class) are done as per employees KPIs.
- Work with SMEs and HRBPs to ensure understanding of appropriate learning solutions/interventions proposed.
- As lead trainer, provide leadership to volunteer trainers and ensure development and delivery of quality programs by working with SMEs, External and Internal Trainers, HR and the Business to deliver exceptional training performance.

Knowledge and Skills:

- Business acumen
- Knowledge of instructional designing and content development approaches
- Knowledge of adult learning approaches and techniques
- Knowledge of current learning dynamics and trends
- Excellent end-to-end learning and development process skills
- At ease with MS Power Point
- Excellent Coaching and Facilitation skills
- Stakeholders' engagement
- Project management
- Strong verbal and written communication skills.
- Organizational skills
- HR Metrics and Reporting skills

Qualifications and Experience:

- Bachelor's degree or its equivalent in HR, Education, Information Technology, Instructional Design or any relevant business specialization.
- Professional Certification in Learning & Development or TOT from reputable institution is an added advantage.
- At least 4 Years' experience in Learning and Talent Development/Training or in a similar role.
- Experience working with busy Financial Institutions is an added advantage.

NMB Bank Plc is committed to creating a diverse environment and is proud to be an equal opportunity employer.

" Only shortlisted candidates will be contacted"

Job opening date : 23-Mar-2023

Job closing date : 06-Apr-2023

APPLY THROUGH THE LINK BELOW:

https://careers.nmbbank.co.tz/nmb_career/career.aspx