



JOB TITLE: Senior Specialist; Learning & Talent Development (1 Position(s))

Job Location : Head Office

Job Purpose:

Partner with HRBPs to support the analysis, scoping of development needs, identify solutions, monitor, and evaluate different learning solutions put in place.

Main Responsibilities:

- Prepare consolidated HQ/Zonal training plans, training needs assessment and training budgets.
- Support stakeholders by providing various training programs options and use of NMB e-learning portal.
- Analyze HQ/Zonal training needs as submitted by HRBPs and guide them in accordance with NMB training policy and procedures.
- Evaluate each training program 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.
- Work with L&TD and HR administration to facilitate training logistics including movement of learners, trainers, and training materials for zonal & HQ trainings.
- Monitor and report on utilization of the training budget and provide recommendations according to the training budget allocated by management.
- Partner with HRBPs to support the analysis and scoping of the Learning and development needs for all staff working in the branch network & HQ.
- Partner with HRBPs in facilitating employee engagement activities which impacts positively the business and individual employees e.g., interdepartmental rotations, attachments and other on job trainings.
- Oversee the implementation of the development activities in line with strategic HR projects
- Ensure the quality of learning solutions is adhered to in different delivery channels (classroom, online, social, podcasts, webinars)

- Ensures data integrity and adherence in report generation both for L&TD and management use.
- Identify process improvement areas and draft plans for change implementation.
- Perform periodic course reviews based on identified gaps in either design process, evaluations, or changes in the business.
- Assessment of off the shelf solutions delivered or partnered with third party.
- Facilitation/delivery of training solutions (classroom)
- Develop talent development tools to help HRBPs identify talents within their respective portfolio.
- Ensure implementation of Personal Development Plans (PDP) for all identified talents and staff identified for succession planning.
- Verify programs' agreed objectives, assessments, and outcomes for both online and classroom programs.
- Liaise with HRBPs to ensure that compulsory trainings (online, certification & class) are done as per employees KPIs.
- Exercise closer partnership with HRBPs in ensuring understanding of the critical development needs identified and be able to recommend appropriate learning solutions/interventions.
- Work together with Subject Matter Experts (SMEs), internal trainers, HR and the business as a whole to deliver exceptional performance.
- Provide leadership to volunteer trainers and ensure development and delivery of quality programs.
- Responsible for coordination of bursary scheme for each respective portfolio
- Responsible for arranging and reviewing of the contents/presentation/ materials for induction programs and confirm availability of presenters/trainers.
- Responsible for coordination of all HR youth initiatives.

Knowledge and Skills:

- Knowledge of HR metrics and reporting formats
- MS excel and any other data analysis tools (e.g., SPSS)
- Monitoring, assessments, and evaluation
- Business acumen
- Impeccable confidentiality and integrity
- Customer focus
- Project management
- Strong verbal and written communication skills.
- Coaching and presentation skills
- Organizational skills
- Facilitation skills
- Stakeholders' management

Qualifications and Experience:

- Bachelors degree in HR Management, Social Studies, Political Science, or related field of study. Specialization in learning and talent development will be an added advantage.
- Train of Trainers' course certification is a must have.
- A professional certification in learning & talent development is highly recommended.

- Minimum of 4 years' experience in HR practice/L&T D/trainings or in a similar position.

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Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Job opening date : 12-Feb-2024

Job closing date : 26-Feb-2024

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