

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:

Job Title: Assistant Training and Development Officer

Location: Head Office

Department: Human Resources Management & Development

Reports To: Training and Development Officer

Supervises: Nil

Purpose: The job holder is responsible for assisting the Training and Development Officer to design, organize and conduct training programs for the Company.

MAIN DUTIES AND RESPONSIBILITIES:

- Identify training and development needs within the organization through job analysis, appraisal scheme and regular consultation with senior management.
- Design and expand training and development programs based on the needs of the organization and the individual.
- Develop innovative strategies in training programs and to maintain training effectiveness.
- Produce training materials for in-house courses.
- To assist to develop and maintain both manual and computerized database to keep accurate records of training activities for all staff.
- Develop effective induction programmes for new employees.
- To assist to organize all the administrative arrangements for the conduct of training programs.
- Monitor and review the progress of trainees through continuous assessment and discussion with Managers.

- Create and/or deliver a range of training using classroom, online and blended learning.
- To assist with the scheduling, mailing and communicating of training programs.
- Management the delivery of training and development programmes.
- To perform other related duties and responsibilities consistent with the purpose and level of the post.

QUALIFICATIONS AND EXPERIENCE:

- A Bachelor's Degree in Social Sciences with specialized training in Human Resources Development Management or Psychology.
- A minimum of two (2) years' experience in a similar post

COMPETENCIES

- Excellent oral, written and presentation skills
- Strong interpersonal skills
- Proficient in the use of Computers
- An excellent team member with the ability to lead