

Senior Officer/ Principal Officer, Training & Development

ROLE:

Rank: Senior Officer - Principal Officer

Job Location: Dhaka

Reports to: Head of Human Resources

Department: Human Resources

CORE RESPONSIBILITIES:

- Conduct Training Need Analysis and prepare training plan and budget accordingly.
- Prepare biannual training calendar and coordinate In-house, Outreach, Foreign and External Trainings and review periodically.
- Selection of suitable trainer/s, venue management, manage participant nomination process and communicate with the nominated participants, collect feedback and arrange logistics
- Help in designing training modules and questions, if require
- Create internal trainer's pool
- Maintain liaison with different local and foreign training institutes.
- Maintain all the training related documents like approval records, attendance sheets, payment records, amortization letter and training brochures etc
- Give training inputs in the system
- Supervise the training and membership-fee amortization process
- Supervise pre-placement Tests for the new joiners

EDUCATIONAL REQUIREMENTS

- Minimum CGPA 3 out of 4 in graduation /post-graduation with a major in HRM/ Management/ Business Administration from reputed university

EXPERIENCE REQUIREMENTS

- Minimum 4-5 years of experience in HR, with at least 2 years' experience working in Training
- Candidates with experience from Banks & NBFIs will get preference

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to share their updated resume at "HR@ulc.com.bd", mentioning NID number and attaching recent photograph, mentioning the position name in the subject line of the mail.

Application Deadline: May 17, 2021