

MANAGER, TRAINING & DEVELOPMENT

ROLE:

Job Location: Head Office

Reports to: Head of Human Resources

Department: Human Resources

KEY 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 5-6 years of experience in HR, with at least 3 years' experience working in Training.
- Candidates with experience from Banks & NBFIs will get preference.

ADDITIONAL REQUIREMENTS

- Excellent interpersonal, negotiation and communication skill
- Strong English communication skills (oral and written)
- Thorough knowledge of MS Office package
- Ability to work under stress and adaptive to changes
- Ability to work in and contribute to team building environment

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Interested candidates are encouraged to Apply by logging in to Bdjobs.com through this link – <https://jobs.bdjobs.com/jobdetails.asp?id=1016039&fcid=-1&ln=1&JobKeyword=united%20finance>

Application Deadline: January 20, 2022