

**Amaan Training Center
JOB DESCRIPTION**

Position Title: Learning and Development Specialist	Department: Amaan Center for Learning and Development
Reports To: Learning and Development Manager	Approved by: Azza Abdel Hamid
Number of Direct Reports:	Approved on: Mar 24 , 2017
Current Level :	Job Holder Acknowledgement:

JOB PURPOSE:

Assisting, developing and coordinating the implementation all training programs and community engagement with the objective of the effective running, delivery of activities to create the expansion and growth of Amaan Learning and Development (L&D) Center

RESPONSIBILITIES AND TASKS:

The job-holder is primarily responsible for:

- Coordinate and act as a liaison for all training programs across different projects
- Monitor training programs targeting different groups with different levels
- Assist in drafting policies and procedures in line with quality requirements
- Ensure the timely and effective implementation of in-house and outsourced training programs, in line with meeting annual training plan requirements
- Carries out analysis of all training conducted, in line with the provision of accurate training records, to report the actual training impact, per the post training evaluations
- Coordinate the production of an Annual Training Guide
- Prepare annual Training Report & Achievements Presentation
- Liaise with relevant staff to ensure there are sufficient required resources to deliver training programs
- Ensure the agreed training plans completion across different projects
- Prepare and compile review training needs and assessment tools for stakeholders based on results received from other units
- Prepare periodic reports on training procedures, statistical training reports including evaluation of instructors performance and monitoring of training programs progress and ensure taking corrective required actions
- Support all events at Amaan Training Centre and Wataneya Society
- Initiate and organize Public lecture series on a monthly basis to include all stakeholders and public interested in the topic.
- Organize, report all relevant childcare events and assist alumni, volunteers and interns on implementing education tools in childcare (forums, conferences, events...etc)
- Liaise with L&D Manager for information updates and quality assurance requirements
- Assess instructional effectiveness and summarize evaluation reports determining the impact of training on employee skills and how it affects KPIs

WORK CONTACTS:

Ongoing contacts with:

Internal: L&D Manager; Units Staff

External: Governments, NGOs, institutional homes, caregivers, training vendors; Freelance trainers, consultants, volunteers, interns

JOB SPECIFICATIONS

- Education: University degree in Business administration, social sciences, or in an area related to social development or children. Training and development diploma is

an asset

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- Experience: A minimum of 4 years of experience in training, social and community development, preferably in NGOs
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- Self-motivated, team player
 - Solid experience in tailoring training programs
 - Strong ability to prioritize work and meet deadlines
 - Strong organizational skills
 - Ability to work in a team environment, maintaining a positive and friendly attitude at all times
- Skills:
 - Strong communication both verbal and written
 - Strong interpersonal and analytical skills
 - Knowledge of Microsoft Office program and related software
 - Interest in issues related to children and social development
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