**Human Resources Training and Development Coordinator**

**Job Description**

**Department:** Human Resources

**Reports To:** Human Resources Director

**General Description**

The HR (T & D) Training and Development Coordinator at NARAP assists the HR Director in establishing and executing training and development programs in line with organizational requirements, budgets, and business plan objectives. Organizational Training and Development needs are identified via performance management programs and organizational growth strategies. The T & D Coordinator works with all departments in helping to identify and align training and development needs, and manages the T & D objectives, plans, programs and budgets.

**Responsibilities**

Under the direct supervision and guidance of the HR Director, the HR T & D Coordinator

* Manages the Performance Management programs for the organization, assuring proper and timely execution by all departments.
* Assures that all training and development needs reflected in the performance management programs as well as in all the departmental business plan objectives are properly identified and registered in an overall Organizational Training and Development Plan.
* Helps his supervisor to establish a T & D budget based on actual organizational cross functional needs, assuring proper assignment of funds, efficient training and development programs and a tight tracking system to visualize and record execution and results.
* Executes follow up actions (surveys, department informative exchanges) to determine the efficiency of programs based on actual improvement in performance by employees, and / or successful growth into superior positions.
* Participates in all On Boarding exercises to assure proper training programs are provided to new employees.
* Scouts the market to assure the Organization is aware and informed of the best training and development programs available.
* Establishes and manages internal Train the Trainer programs to provide in house training opportunities with in house trainers.

**Skills and Experience**

* Strong computer skills
* Communicational, organizational, administrative skills
* Minimum 1 to 2 years’ experience in HR, training and development area
* Familiarity and experience with e-learning platforms

**Education**

* Bachelor degree in Human Resources or other fields related to people management and /or education
* HR or Project Management Certification welcomed

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**is entitled to equal employment opportunity.**

HR Training and Development Coordinator continued…