

Talent Development Officer

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Company: Azadea

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Talent Development Officer(

Job Number:

TAL000026)

Description

Conduct training needs assessments under the consultation of the hierarchy; prepare and deliver training courses in line with the Training Needs Analysis (TNA) and in compliance with the company guidelines.

Foster brand awareness and customer service among staff through targeted training sessions and development programs.

Administer employee's performance and development programs in coordination with the Performance Management Department and provide line managers with the necessary support on the matter

Conduct shop and back-office orientation programs as well as Group Orientation in order to ensure an effective induction of new employees in addition to a proper transmission of the company values and culture.

Monitor and record training activities and programs' effectiveness for training delivered in own area

Research and coordinate with external training providers when needed in order to outsource training Programs.

Keep track of training costs and participate in the preparation of reports in order to justify expenditures.

Specific for Regional: Participate in developing and implementing managerial training programs for the region in line with the yearly learning and development strategy and approved budget.

Specific for Regional: Support country trainers in the implementation of various group training initiatives, coach and follow-up on meeting set objectives and standards

Specific for Regional: Analyze various organizational HR performance indicators such as employee turnover, performance appraisals results and other and suggest a training action plan in coordination with local HR.

Qualifications

Bachelor's Degree in Human Resources, Psychology, or Business Administration; MBA in related field is a plus

4-5 years of experience in a similar field with a minimum of 2 years in a supervisory role or consultancy experience

Fluency in English

Proficiency in MS Office

Change and Adaptability: level 2

Communication Skills: level 3

Planning and Organizing: level 2

Customer Focus: level 3

Decision Making: level 2

Developing and Motivating Others: level 2

Driving and Achieving results: level 2

Primary Location

:United Arab Emirates-UAE, Dubai

Schedule

:Full-time

Unposting Date

:Ongoing

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