

Position	Human Resources Development Manager
Salary Scale	Grade C of NAWEC's integrated Pay Scale
Role Summary	Support in the implementation of NAWEC's Workforce planning processes and Staff Development programs through standardized execution of staff trainings and development, Performance Management and other key HR Policies and programs.
Reporting Relationships	Senior Manager, Group Human Resources Development
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan and maintain a proper workforce program for the company, in line with approved structures and NAWEC's detailed Establishment • Coordinate Workforce Development processes through the implementation of an annual Training Needs Assessment to determine relevant areas of training for implementation • Support the Senior Manager in ensuring that the company's organizational structure is updated regularly. • Support in the development of relevant policies and programs relating to Workforce Planning as well as Training and Development • Play a leading role in the department's annual Manpower planning process • Coordinate the induction training for all new hires • Facilitate Staff Appraisals with all departments through offline and online platforms • Provide relevant for staff of all categories and setting up SMART objectives and performance targets • Work with relevant Departments in assessing training needs of staff and developing annual training plans and calendars • Process application for all training, local and overseas and coordinate issues of long-term staff development • Monitor and evaluate training effectiveness and provide advice to management • Any other relevant duties assigned by the Unit head
Requirements and Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in human resources management, Business Management/Public Admin or CIPD level 3 Qualification • Masters' Degree will be an added advantage • At least 8 years relevant working experience in an organization with similar scale and scope to NAWEC.
Competency	Detail
Passion and Compassion	Believes sincerely in the potential of Human Resource potential for company success
Professional Knowledge	Maintains constant self-improvement by staying up to date with developments in Human Resources Management

Analytical Skills	The ability to visualize, articulate and solve both complex and uncomplicated problems and make decisions that make sense based on available information
Performance and Results	The ability and drive to achieve and surpass targets and achieves this by having a plan and monitoring it
Communications	Maintains strong interpersonal relationships with management and staff and communicates systematically
Personal Organization	Manages time well and has the ability to prioritise in a planned environment
Problem Solving	Ability to think critically in generating and analysing data for effective decision making.
Confidentiality	Ability to handle sensitive information and maintain discretion at all times.
Analytical and Critical Thinking	Exercise sound judgment and engage in high-impact decision-making in a number of areas and to analyze situations and view the implications of certain decisions from a critical perspective
System	The ability and drive to harness information technology to assist in delivery of Human Resources Management tasks