

Position	Manager, NAWEC Training Center
Salary Scale	Grade C of the NAWEC Pay scale
Role Summary	Lead, maintain and coordinate the overall activities of the NAWEC Training Institute in delivering the highest standard and quality of Technical and Vocational education to the company's staff and the public, through the introduction, updating and implementation of relevant policies and processes that befit a learning Center of excellence.
Reporting Relationships	Senior Manager, Human Resources Development
Duties and Responsibilities	<ul style="list-style-type: none"> • Lead, coordinate and supervise the day-to-day operation of the NAWEC Training Institute including but not limited to, curriculum development and implementation, course modelling and delivery in a professional and standardized fashion, in line with NAQAA regulations • Manage the restructuring and rebranding of the NTC into a dynamic and resourceful centre of excellence in Technical and Vocational Training • Coordinate all material and welfare needs of the school as well staff and students. • Work closely with the Senior Manager in building partnerships with Training Institutions of similar focus and orientation, and strive towards making the Institute user friendly and attractive to learners • Ensure effective management of the Training Center and its resources through the development and implementation of progressive policies and guidelines that augur well for a pace-setting T-VET Institute. • Maintain close working relations with the Workforce and Development Manager especially in areas that require capacity building for NAWEC staff. • Initiate a holistic Induction program for all new hires • Appraise staff of the NTC and recommend necessary career development path where necessary • Any other relevant function assigned by the Unit Head
Requirements and Qualifications	<ul style="list-style-type: none"> • BSc in Business or Public Admin/ HR Management, Talent Management and Development or related areas • A Masters' Degree will be an added advantage • 8 years' experience working in a Training environment
Competency	Detail
Results and Performance oriented	Ability and drive to achieve and surpass targets and achieves this by having a workable plan and monitoring it
Organisation	Understanding of the processes and skills necessary to operate a Training Institute and other modularized programs with high level of efficiency

Interpersonal	Demonstrate the ability to relate well with staff, students, and other stakeholders in a courteous and friendly manner
Time	Be very conscious of timelines and maintains constant self-improvement by staying up to date with developments in the Training Institute
Communication Skills	Maintain strong interpersonal relations with management and communicate systematically with all relevant stakeholders
Team Player	Ability to work effectively on your own as well as in a team, and to be able to make the best out of a team
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 number of areas and to analyze situations and view the implications of all decisions on the performance of the Training Institute
IT Systems	Ability and drive to harness information technology to assist in delivery of Human Resources Management tasks
Policy & procedure	Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.