

**Department Administration  
Job Description**

<b>Position Title</b>	<b>Senior Training and Development Analyst</b>
<b>Report To</b>	<b>Assistant Director/Training and Development</b>
<b>Directly Supervises</b>	<b>Performance</b>
<b>Department/Functional Relations</b>	<b>All Departments of the MFDP Employees</b>
<b>External Relations</b>	<b>Training Institutions</b>
<p><b>Purpose:</b> Provide wide-ranging technical and operational support in the design, development, promotion, and evaluation of training and Development related initiatives, programs, media, and events for the unit-level activity of the MFDP. Undertake special projects, plans and coordinates special events, and participates in the administrative and fiscal management of the unit and its various activities.</p>	
<p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>✓ Coordinate training needs assessment of the ministry,</li> <li>✓ Provide wide-range of support for training and development initiatives,</li> <li>✓ Coordinate and plan training budget with the departments,</li> <li>✓ Prepare training need plan and cost for budget projection,</li> <li>✓ Design programs that will develop the employees and their proper placement,</li> <li>✓ Design placement and promotion plans for placement of trained employees</li> <li>✓ Review employees' files for adequate succession plan and proper replacement</li> </ul>	
<p><b>Duties:</b><i>Managerial Functions</i></p> <p>Employees development</p> <p>Programs and Employees events planning</p> <p>Develop training Mechanisms</p> <p>Prepare training budget</p> <p><b>Technical Functions</b></p> <ol style="list-style-type: none"> <li>1. Designs, develops, and coordinates production of training materials, publicity, and promotional materials for employees' development,</li> <li>2. Plans, develops, and implements various special training need projects as assigned; plans, coordinates, and facilitates special events, programs, and/or activities.</li> </ol>	

3. Researches, collects, and analyzes data; prepares scheduled and ad hoc reports, using database of training need assessment; maintains, records and statistical information for the unit.
4. Designs and develops training templates for programs and workshops; assists instructors in designing and formatting materials.
5. Provides technical assistance in the design and development of training materials and reports through formatting, and editing.
6. Designs, develops, and maintains web-based learning resources.
7. Works with subject matter experts to develop materials to suit training needs.
8. Follow up on training budget with departments and monitor expenses for cost-effectiveness.
9. Performs various operational, clerical, and/or administrative support tasks as assigned; serves as back-up support in the day-to-day coordination of training activities as needed.
10. Performs miscellaneous job-related duties as assigned.

### **Required Education**

BBA/BPA/BA Degree in Management, Public Administration, Sociology, etc.

Certificate/Diploma in related area is an added advantage

### **Work Experience**

- 2-4 years work experience
- Knowledge in Training and Development
- Computer Skills (Excel, Word, Power Point)
- Good human relations
- Analytical skills
- Coaching skills
- Good communication and presentation skills

### **Other Requirements**

- Honesty
- Integrity
- lecturer
- Self initiative
- Design, plan and implement