

JOB TITLE: SENIOR TRAINING OFFICER
GS SCALE: 09
REPORTS TO: MANAGER, TRAINING AND DEVELOPMENT

JOB ID: T1182
Old JOB Number: 0
Date revised: 2017-09-07

MINISTRY/DEPARTMENT: MINISTRY OF PUBLIC SERVICE

PURPOSE: To supervise training officers in the execution of training function.

KEY OUTPUTS:

- Efficient and professional Public Service.
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- Organised approach to the execution of the training functions
- An up-to-date audit of Ministries/regions and departments training program needs.
- Administrative control of the work of training officers.

PERFORMANCE CRITERIA:

- Efficient and effective training of staff for employment purposes.
- Accurate and timely reports of training and staff development activities.
- Proper report on all training and staff development activities.
- Confidentiality in the discharge of all training duties.

RANGE OF ACTIVITIES:

- To assist the Manager, Training and Development in identifying and analyzing training programmes and manuals to ensure that they are effective and up-to-date.
- To design, develop and implement training and staff development programmes based on the needs of the organisation.
- To develop a planning schedule and time line chart to monitor the efficiency of the unit's work programme.
- To develop and maintain an inventory of training and staff development activities for effectiveness and to assess the training progress.
- To conduct annual training and development needs assessment.
- To conduct orientation sessions and schedule meeting of training cadre.
- To provide feedback to Heads of department so as to ensure that the training is reinforced through ongoing performance management.
- To prepare annual reports of all training programmes.
- To perform any other related duties for the smooth functioning of the Agency.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Public Administration, Public Management, Human Resource Management or Education from a recognised Institution plus four (4) years as a training officer 11.

OR

- Diploma in Public Administration, Public Management, Human Resource Management or Education from a recognised Institution PLUS six (6) years as a training officer 11.
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DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent is required to make divisions primarily in relation to the coordination of assignments of training officers to execute course(s). The wrong decision could result in the public service/servant not receiving the correct tools to operate effectively, and the wastage of government funds. The use of initiative is a pre requisite for problem solving. The lack of the use of initiative could result in inefficient co-ordination of the unit , and the maximum utilization of its resources. Other routine problem can be solved by discussion among colleagues and senior officers.

RESOURCE MANAGEMENT:

- Six (6) training officers and one (1) technician report directly to this officer.

COMMUNICATIONS: The job holder periodically communicates with heads of governments, Chief Executive Officers, Permanent Secretaries, training consultants, Training officers and principal personnel officers in Ministries/regions/departments, advising on training Institutions in the private sector including the university of Guyana and other international trading institutions.

WORKING CONDITIONS: The incumbent works under normal office conditions about 80% of the time. The other 20% is spent in making visits to Ministries/departments, attending meetings and institutions in connection with the delivery of courses and assessment of training needs.

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