



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

TRAINING OFFICER (GMG/AM 4) - VACANT HUMAN RESOURCE DEVELOPMENT UNIT

SALARY SCALE: \$1,467,234.00 – \$1,744,080.00

JOB PURPOSE:

To support the development and implementation of training programmes aimed at improving the productivity and capability levels of staff to meet the Ministry's needs.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Assists the Director, Human Resource Development in conducting needs assessments;
- Assists the Director, Human Resource Development in developing medium and long term training plans for the Ministry;
- Assists the Director, Human Resource Development to develop teaching aids, such as training handbooks and reference works;
- Ensures that all members of staff are apprised of training opportunities and that each supervisor receives information that is relevant to the development of employees;
- Co-ordinates the education support programme by:
 - ✓ Evaluating applications to ensure that career objectives of employees and the Ministry's goals as stated in the Strategic Business Plan are aligned
 - ✓ Reviewing applications and preparing submission to the Career Development Committee for consideration
 - ✓ Preparing applications for submission to the Human Resource Executive Committee
- Assists the Director, Human Resource Development to organize and plan emergent training programmes by:
 - ✓ Scheduling training courses
 - ✓ Selecting the most appropriate training methodology
 - ✓ Identifying resource persons as session leaders
 - ✓ Securing appropriate venues for sessions
 - ✓ Securing equipment and material required for courses
 - ✓ Arranging with Division Heads for the release of staff to attend training programmes
 - ✓ Conducting training sessions covering specified areas such as those concerned with new employee orientation and on-the-job training
 - ✓ Assisting with the evaluation of trainees to measure impact on job performance and evaluating and monitoring training programmes to assess improvement in job performance and programme results/outcome
 - ✓ Conducting course evaluation at the end of each course

- Prepares monthly/annual reports on training, education and scholarship programmers to be used in on-going staff development planning activities;
- Compiles costing for each programme for monthly cash flow and annual budget;
- Develops database of training opportunities and teaching materials and equipment for the Unit and provides a system of dissemination;
- Makes administrative arrangements for staff to participate in training programmes;
- Develops and maintains an internal database for monitoring projects, targets and other special assignments;
- Maintain a follow up system and liaise with the relevant personnel to ensure timely submission of deliverables.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Associate Degree in Social Sciences, Human Resource Management, Education, Management Studies, Public Administration or equivalent qualifications;
- Two (2) years' experience in a training environment.

SPECIFIC KNOWLEDGE & SKILLS:

- Sound knowledge/competence in Microsoft Word, Excel, PowerPoint and Publisher;
- Good Knowledge of new and diverse training needs;
- Working knowledge of the theories and practices of learning;
- Working knowledge of the curriculum development to include training design development and delivery;
- Knowledge of testing and measurement techniques;
- Good research, analytical, presentation and public speaking skills;
- Ability to conduct training needs assessments and impact evaluations;
- Ability to develop interactive training materials;
- Excellent writing/creative skills;
- Excellent time management skills.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Standing for prolonged periods when delivering training programmes;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours, on weekends and public holidays.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, August 5, 2022** to the:

Director, Human Resource Management and Administration
 Human Resource Management and Administration Branch
 Ministry of National Security
 4th Floor NCB North Tower
 2 Oxford Road
 Kingston 5
 Email: jobopp@mns.gov.jm

Training Officer (GMG/AM 4)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted