

GPL-TRD-JMA/1	OUTPUT FOCUS JOB DESCRIPTION		DEPARTMENT/DIVISION
Position: Technical Training Officer	Grade: JM : A	Incumbent:	Reports To: Human Resources Development Manager
Manages: Technical Training Coordinator and Technical Training Instructors			

JOB PURPOSE: Plan, develop and coordinate all training programmes and be responsible for the supervision of all training programmes and Training Instructors.

KEY OUTPUTS:

Monthly and Weekly Work Plans
 Monthly Reports
 Learning and Development Plans
 Individual Performance Plan
 Performance Appraisal
 Preparation of Technical Spreadsheets

KEY RESPONSIBILITY AREAS:

1. Consult with Departments to analyze their technical training needs and develop new training programmes or modify and improve existing training programmes.
2. Plan, develop and deliver technical training and staff development programmes using knowledge of the effectiveness of various methodologies.
3. Supervise and coordinate work of the Senior Technical Training Instructor and Technical Training Instructors develop work plans.
4. Train and coach the Technical Training Instructors in methodology, techniques and skills to deliver technical training programmes.
5. Evaluate Technical Training Instructors' performance and the effectiveness of training programmes and make recommendations for improvement.
6. Design, develop and implement testing and evaluation procedures for all technical training programmes.
7. Develop and organize technical training manuals, multimedia, visual aids and other instructional material.
8. Conduct classroom teaching sessions and evaluate the performance of participants.
9. Conduct interviews and assessments of all prospective trainees.
10. Plan and conduct orientation and inductions sessions for new staff.
11. In collaboration with the Human Resources Development Manager, prepare training budget and monitor spending against budget.
12. Develop constructive and cooperative working relationships with institutions on technical and professional courses, which may be relevant and useful to the Company.
13. Ensure that good housekeeping, punctuality and discipline are maintained among all categories of Trainees.
19. Liaise and communicate with Technical Training Institutions and individuals on the development and execution of training and staff development programmes.

- 20. Conduct investigations and make recommendations on Industrial Accidents as required by the Human Resources Services Department.
- 21. Perform other duties that may be assigned to you within the scope of your employment, from an authorized officer.

Required Competencies

Core/Leadership	Skill Level & Importance		Description/Behaviours
Adaptability and Managing Change	3	M	<ul style="list-style-type: none"> ➤ Helps others adapt to a changing work environment and to embrace change ➤ Promotes the benefits of a proposed change ➤ Takes time to question; understand and speak to the underlying needs of stakeholders beyond those initially expressed ➤ Makes/recommends changes to work processes or systems to improve business results ➤ Remains focused on the desired outcome to help self and others implement change
Applying Learning	3	M	<ul style="list-style-type: none"> ➤ Recognizes how prior knowledge and skills apply to complex or new circumstances ➤ Develop innovative ways of applying technical/professional knowledge to handle new challenges ➤ Demonstrates commitment to continuous learning and growth to develop knowledge and expertise
Safety	2	M	<ul style="list-style-type: none"> ➤ Serves as a model of safe behavior. ➤ Continuously builds awareness and understanding of safety issues ➤ Recommends and or improves occupational safety and health procedures to protect and maintain workers' physical and mental health. ➤ Demonstrates and explains safety equipment and / or procedures. ➤ Confronts others about safety concerns and / or violations
Communication	3	H	<ul style="list-style-type: none"> ➤ Tailors the content of speech and written communication to suit the level, cultural background and experience of the audience. ➤ Establishes communication plans and strategies. ➤ Anticipates and prepares for others reactions, adapting tactics to create a specific impact. ➤ Communicates complex issues clearly and credibly with widely varied audiences.
Teamwork	3	H	<ul style="list-style-type: none"> ➤ Proactively solicits ideas and opinions and shares information and learning with others ➤ Addresses conflicts or issues within the team in a positive and open manner ➤ Provides clear feedback to team members ➤ Is open, sincere and empathetic in dealing with all individuals and in all circumstances

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	1,2,3,4
Ability to work with limited supervision	A	1
Proficient in the use of computer Microsoft Applications	W	1
Ability to analyze and interpret Technical procedures and information	W	2

Ability to effectively present information	W	2
Be familiar with methods and procedures of testing transformers	A	2
Ability to effectively present information	A	2
Be familiar with methods for detecting and correcting faults, short circuits and other anomalies	A	2
Detailed knowledge of overhead line design and current design specification	E	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelor's Degree in Education, Human Resources Management, Engineering or other relevant discipline from an accredited institution and at least five (5) years experience in the development, delivering and management of training programs.

OR

2. Diploma in Human Resources Management, Education, Engineering or other relevant area with at least eight (8) years' experience in training programs development, coordinating and implementation.

Legend:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
I,II,III,I V:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different from the duties of the others in the group.
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised