

# Senior Executive - Learning & Development

Location

HO/ Corporate Building - 6th Floor

Closing Date

12/31/2021

Description



- Responsible for operationalizing overall Technical pillar of the dialog academy
- Supporting the design of the Technical pillar and the learning curriculums and duly follow-up of same through implementation
- Overlook the overall learning and development operations ensuring the program management process is carried out efficiently and effectively.
- Liase with the relevant business partners to evaluate individual development needs of staff and coordinate execution of same
- Assess the success of development plans and help employees make the most of the learning opportunities
- Maintain and manage the training data of the company and provide information when required
- Participates in the testing process of e-learning modules and online assessments for quality assurance
- Monitors and responds to employee questions received through the emails
- Track T&D budgets

## Entry Requirements

- Possess a degree in Business Management / HR or relevant field
- Certification in Learning and Development
- 2 years' experience in similar capacity
- Excellent communication and negotiation skills\
- Proficient in MS Office and Learning Management Systems (LMS)
- Good analytical skills