

JOB TITLE: Training Specialist	
JOB SUMMARY:	
<p>The Digital Delivery Support Framework of the Ministry of Digital Transformation (MDT) aims to develop an enabling environment for Digitization Projects in key Ministries, Departments and Agencies (MDAs). The vision of this framework is the central coordination of core and foundational ICT projects across the public sector that collectively advances the country’s digital transformation agenda.</p> <p>The Training Specialist is responsible for managing, designing, developing, coordinating and conducting the training program that trainers will execute for the MDT. The training specialist will oversee the production of training materials such as manuals, course materials, videos and other tools.</p>	
REPORTS TO:	
SUPERVISION GIVEN TO:	
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Facilitates a training program to be executed by trainers for MDT by managing, designing, developing, coordinating and conducting such programs. 2. Ensures the availability of training materials by overseeing the production of items such as manuals, course materials, videos and other tools. 3. Ensures a well-trained, optimal performing staff by evaluating the strengths and weaknesses that exist to determine gaps and training needs. 4. Acclimates new hires by conducting orientation sessions. 5. Assesses employees work behaviour by assessing the effectiveness of their training to ensure the use and incorporation of taught skills and techniques. 6. Performs other duties as assigned. 	
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of instructional design theory and learning principles ▪ Knowledge of learning management software ▪ Knowledge of traditional and modern training methods, tools and techniques. ▪ Knowledge of talent management and succession planning
Skills and Abilities	<ul style="list-style-type: none"> ▪ Ability to master the full training cycle ▪ Ability to conduct cost-benefit analysis and calculate training ROI. ▪ Ability to present complex information to a variety of audiences. ▪ Ability to convey complex information in a way that people understand. ▪ Ability to plan, prioritize and execute proper time management. ▪ Ability to practice sound decision making and exercise adequate organizational skills. ▪ Ability to display proficiency in MS Office and in database software ▪ Excellent communication skills. ▪ Excellent planning and time management skills. ▪

Minimum Experience and Training:

- Training as evidenced by possession of an Undergraduate Degree from a recognised institution in Education, Training, HR or related field
- Minimum of 3-5 years experience in HR or training management.
- Certification in Train the Trainer
- Any suitable combination of qualifications or experience will be considered.