

JOB DESCRIPTION

1. JOB PURPOSE

Co-create robust assimilation process for new joiners, will be responsible for End to End Training - Analyzing training needs, coordinating with cross-functional team, Designing the training content/ module, delivering training, Training Effectiveness, monitor and report the effectiveness of training programs, should have Team Handling Experience.

2. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
Roles and Responsibilities	<p>Timely support to business by ensuring training of all Staff (Trainees, GET, ABC & G staff)</p> <p>Monthly Dashboards with training mandates tracker, Plan vs actual</p> <p>Talent Development through focused Capability Building approach (IDP & other developments) in discussion with dept. or functional heads and SBU Heads</p> <p>Diversity Management and creating healthy Employee Experience and supporting manager action planning</p> <p>Adherence to Training Mondays per employee, also Plan vs Actual, and liasoning external training partners</p>
Key Performance Indicators	<p>Targeted Results and KRA deliveries for the Learning Organization</p> <p>For conduct outside the company that impinges on the value of the company</p> <p>For personally conducting and demanding from his team, a behavior that upholds the principles and spirit of Policies</p> <p>Aligning with Corp. HR goals and delivery and implementation of all Corp. HR Initiatives in PT&D pertaining to Learning & Development</p> <p>For ensuring that HR activities such as performance and consequence Management etc. (FAIR) are carried out effectively</p> <p>For being a role model for practicing company values by exemplary behavior.</p>
Area of Responsibilities	<p>Learning and Development Strategy</p> <p>Learning Centre, training standards and quality assurance</p> <p>Training Management</p>
Competencies Requirement	<p>Ability to think strategically, conceptualization and project management</p> <p>Strong oral and written interpersonal skills</p> <p>Highly developed, demonstrated teamwork skills.</p> <p>Demonstrated ability to see the big picture and provide strategic advice</p> <p>Ability to lead in an environment of constant change.</p> <p>Creative, forward thinker.</p>

3. DIMENSIONS

Financial Dimensions

- Salary and financial benefits as per the Company norms.

Other Dimensions

- Timely compliance

4. SKILLS AND KNOWLEDGE

Educational Qualifications

- Qualification: Graduation and above.

5. RELEVANT AND TOTAL YEARS OF EXPERIENCE

- Experience: Minimum 5 years of relevant experience, preferably from the Microfinance Industry.
- Good communication skills
- Smart, young and proactive professionals with good networking skills to aid and support the Company's growth prospects.
- Candidates willing to travel pan India.

Interested candidates may send your updated profiles to asraful.islam@nabfins.org.