



**AUDITOR GENERAL'S DEPARTMENT**  
**JOB DESCRIPTION AND SPECIFICATION**

**POSITION TITLE:** Human Resource Development Officer

**GRADE:** AUGD/AGS 6

**POST NO:**

**DIVISION/UNIT:** General Administration

**REPORTS TO:** Director -Human Resource Development

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**This document is validated as an accurate and true description of the job as signified below:**

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**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Corporate Services**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Received in Human Resource Division**

**August 2024**

## **JOB PURPOSE**

To assist with the execution of training and development programmes for the staff to improve efficiency and productivity, in keeping with the mission of the Department.

## **KEY OUTPUTS**

- Reports on training produced.
- Logistics related to training events and programmes coordinated.
- Accurate records of employee training and Continuing Professional Development (CPD) maintained.
- Training records maintained.
- Relevant and timely information on training provided.
- Orientation/ Onboarding coordinated and implemented.
- PMAS reports monitored.

## **KEY RESPONSIBILITY AREAS**

- **Technical/Professional Responsibilities**
- Participates in the development/review and execution of the Annual Training Plan Succession Plan and Career Plan (PDP/PIP) to build the capacity of employees
- Participates in the and facilitates the conduct training and development needs assessment as required, including the identification of skills/competencies gaps to inform development of the Training Plan and Programmes.
- Coordinates the requisite Performance Management and Appraisal System (PMAS) training for management and staff.
- Assists with the coordination of an orientation/onboarding programme for new staff and on- the- job training.
- Assist with the coordination, design, preparation and conduct of Training Impact Evaluations to measure transfer of learning and effectiveness of training and development programmes.
- Provides administrative support for the processing of training and development benefits such as scholarships, study leave etc.

- Maintains training and development records.
- Maintains training material database.
- Prepares training and development reports.
- Assists with the preparation of the Training Plan and Budget.

### **Administrative Responsibilities**

- Prepares quarterly/annual report on training programmes to be used in on-going staff developmental programmes
- Produces information on individual members of staff or groups as required by the Senior Director Human Resource and Administration and Director, Human Resource Development
- Ensures that proper programmes documentation and record keeping are completed and kept current.
- Makes administrative arrangements for staff to participate in training programmes.
- Attends meetings/seminars as necessary.

### **OTHER RESPONSIBILITIES**

- Performs other related duties that may be assigned.

### **PERFORMANCE STANDARDS**

- Percentage of training programmes assessed.
- Agreed number of training sessions conducted quarterly/annually.
- Reports are produced and submitted by the 2<sup>nd</sup> week of each quarter.
- Training records are maintained accurately.

### **REQUIRED COMPETENCIES**

- Training and Instructor skills
- Ability to work with little to no supervision.

- Excellent communication skills.
- Excellent interpersonal skills
- Excellent presentation skills
- Good research skills
- Good customer relation skills
- Proficiency in the relevant computer applications
- Good problem-solving and analytical skills.

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in social sciences.
- Train the trainer experience.
- Three (3) years experience in a training environment

#### **AUTHORITY**

- Provides guidance to Section Heads regarding training policies.
- Recommends new training techniques.
- Provides recommendations on matters that require a change in policy or a change in cost.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working conditions but may be occasionally exposed to adverse working conditions.