

A foremost Professional Institute in Nigeria needs proven talent to join its workforce to occupy the following position in its Lagos office

Job Title: Training Manager

Responsible To: The General Manager and Chief Operating Officer

Location: Lagos

Employment Type: Full-time

JOB DESCRIPTION

- To handle the training and Continuing Professional Development of members using modern and up to date learning management tools and platforms with emphasis on e-learning.
- To provide high quality professional training courses and materials to the members of the institute
- To provide advice, assistance and information on training matters to the Continuing Professional Development Team and other departments within the organisation, where and when necessary
- To maintain cordial relationships with Facilitators to maximize training efficiency.
- To capture and implement feedback from customers and stakeholders.
- To prepare financial budgets and budget Performance reports for training programs.
- To coordinate end-to-end activities of training programs
- To coordinate collaborations with Universities, fellow training institutes, Sponsors and various institutions.
- To aid in resolving customer issues and satisfying customer needs.
- To reconcile all financial activities relating to partnerships and all training programs
- Responsible for Market Research and development including Brand development and marketing
- Responsible for developing marketing plan and strategy including the development of new products and services
- Preparation of marketing flyers and other marketing documents
- Technical manager of programs and Quality Assurance manager
- Responsible for determining the standard of Training programs
- Developing content for training programs including Course content for Certificate programs
- Liaising with the Legal department to Prepare and execute Memorandum of Understanding with partners.
- To ensure that all members of the Institute, new and existing are trained using relevant training topics and top class facilitators both local and internal to achieve this objective.
- To design, and market in-plant trainings to organisations, both locally and internationally
- Design and administer training policies and guidelines relevant to the training objectives of the Institute.
- Work closely with the head of Human Resources to design training programmes for the staff members of the Institute.
- Work with the Continuing Professional Development Committee to achieve the Institute's training objectives.
- Responsible for developing and updating the Training Handbook.
- Responsible for effective Brand Management.

- Develop training manuals that target tangible results
- Implement effective and purposeful training methods
- Effectively manage the training budget
- Select and manage resources, including working with both internal employees and training vendors to develop and deliver training
- Manage the technologies and technical personnel required to develop, manage and deliver training
- Keep abreast of training trends, developments and best practices

SKILLS

- Excellent decision making and organizational skills
- Excellent Written, verbal and interpersonal communication skills
- Superb track record in developing and executing successful training programs
- Critical thinker with innovative problem solving skills
- Highly computer literate with proficiency in MS Office and related business and communication tools.
- Familiar with traditional and modern training processes
- Strategic and creative mindset
- Meticulous attention to details
- Approachable
- Able to form good relationships
- Team work and team leadership skills
- Outstanding managerial skills
- Good time-management skills
- Able to work independently with minimal supervision

REQUIREMENT

- Not more than 45 years
- B.Sc in Finance, Economics, Accounting or related field from a reputable University
- ACS, ACA, ACIB or relevant Professional qualification is an added advantage
- MSC, MBA, MBF in relevant field is an added advantage
- At least 5 years post NYSC cognate experience and proven track records as a Training Manager or similar role
- Proficiency in MS Office (MS Word, MS Power Point, MS Excel, MS Outlook, MS Access) and Corel Draw.
- Familiarity with traditional and modern training methods
- Experience in designing training programs and workshops
- Ability to lead a full training cycle
- Experience in learning management software
- Knowledge of various training and teaching methods
- Sense of ownership and pride in performance and its impact on organizational success

Remuneration: N5m – N6m P/A

Benefits:

- HMO
- Pension
- Insurance
- Leave Allowance

Method of Application

Interested and qualified candidates should send their CV and Cover Letter to: jobvacancies@cisinigeria.org using the Job Title as the subject of the mail.