

VACANCY ADVERTISEMENT

Position : **EXECUTIVE (TRAINING & DEVELOPMENT)**

Category : Junior Management

JOB PURPOSE:

Responsible to assist in the planning and executing of training & development functions within the organization.

JOB RESPONSIBILITIES:

- Develop and implement Individual Development Plan for all staffs;
- Execute development programs based on yearly training calendars and also ad-hoc trainings, including new staff induction programs;
- Manage staff competency development, assessment and analyses development gap.
- Update and monitor Training and Development annual budget.
- Maintain / update staff training records and produce statistical reports on trainings.
- Measure effectiveness of training programs and analyses training needs.
- Manage and administer ST Scholarship scheme.

REQUIREMENTS:

- Degree in Human Resource Management / Business Administration / Education & Training or other related fields of study from university accredited by the Government; Applicants with a master degree shall have an added advantage;
- Minimum of five (5) years of working experience in training and development areas or a similar role;
- Resourceful and knowledgeable in training procedures and policies.
- Possess good interpersonal skills and strong analytical skills;
- Possess a positive outlook, disciplined and results-oriented; AND
- Eloquent in Bahasa Malaysia and English language, both written and spoken.

The candidates who meet all the required criterias will go through a thorough selection and assesment process. Kindly email your application to recruitment@st.gov.my . Only selected candidates will be notified.