



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

HUMAN RESOURCE OFFICER - TRAINING

DIVISION: HUMAN RESOURCES

REPORTS TO: GENERAL MANAGER, HUMAN RESOURCES

POSITION SCOPE:

The Human Resources Officer, Training coordinates the Training function within the Human Resources Department for the on-going development of the Corporation's workforce.

KEY DUTIES AND RESPONSIBILITIES:

- Compiles and analyzes training needs within the Corporation based on job analysis, performance reviews and regular consultation with managers
- Designs and develops internal training programmes, based on both the Corporation's and the individual's needs
- Conducts training programmes as assigned
- Sources and recommends providers for external programmes
- Coordinates the logistics of training programmes including arranging rooms, ordering supplies, etc.
- Monitors and evaluates the quality of training programmes
- Assists managers with developing career plans to identify future training needs
- Assists with employee reward & recognition programme coordination
- Assists in supervising assigned workforce as required
- Facilitates/coordinates the Employee Assistance Programme
- Reviews and implements an orientation programme for new hires and/or eligible employees
- Designs Training manuals for new and/or existing products
- Undertakes any Human Resource projects as assigned by the Human Resource Manager.
- Adheres to health, safety and environmental rules, regulations and guidelines
- Performs other related duties that may be required by the job function

EDUCATION:

- A Bachelor's Degree in Human Resource Management or any other Social Science

EXPERIENCE:

- At least three (3) years in a Human Resource environment with particular experience in Training
- Experience in conducting Training
- Proficient in the use of word processing and spreadsheet software applications.

The closing date for applications is **December 04 , 2015.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

**General Manager, Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago or email: gmr@ttpost.net**