



**Job Description**  
**Senior Training & Development Officer**  
**Division: Corporate Services**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Senior Training & Development Officer
<b>Salary Range</b>	\$28,377.00 (A10/L10)
<b>Location</b>	Main Office @ Matautu Tai
<b>Hours of work</b>	Monday to Friday, 8:30am to 5pm
<b>Reporting to</b>	AGM Corporate Services to achieve desired outputs
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	<ul style="list-style-type: none"> <li>❖ Permanent</li> <li>❖ Subject to six months probationary period</li> </ul>
<b>Primary Objectives</b>	Responsible for identifying staff training and development needs. Find opportunities for staff capacity whether In-Country Trainings or relevant overseas opportunities to match staff needs. Keep inform with latest HR developments program and relevant legislations.
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>❖ Designing and assessing training and development programmes based on the needs of the company</li> <li>❖ Monitor regulatory requirements for staff training and competence and ensure that all requirements and subsequent changes are reflected in all training.</li> <li>❖ Identify training and the development needs within the company through job analysis and job rotations.</li> <li>❖ Work in a team to produce programmes that are satisfactory to all divisions</li> <li>❖ Manage the delivery of training and development programmes, and in a more senior role, devise a training strategy for the company</li> <li>❖ Evaluate the effectiveness of training and development programmes</li> <li>❖ Ensure that statutory training requirements are met</li> <li>❖ Keep up to date with developments In-Country training and overseas opportunities</li> <li>❖ Monitor and review the progress of trainees through</li> </ul>

	<p>questioners and follow up</p> <ul style="list-style-type: none"> <li>❖ Amend and revive programmes as necessary, in order to adapt to changes occurring in the work environment</li> <li>❖ Assess the costs of planned programmes and keep within budgets and ensure return on investment</li> <li>❖ Any duty as directed by AGM Corporate Services</li> </ul>
<b>Selection Criteria (Person Specification)</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ Must have worked for a minimum of 3 years in a senior position in Training and Development Planning field (Essential)</li> <li>❖ Demonstrated ability to collaborate, network, negotiate and engage effectively with employees</li> <li>❖ Ability to design and implement effective training and development materials</li> <li>❖ Ability to evaluate and research training options and alternatives</li> <li>❖ Responsible for the annual review of the training needs analysis (TNA) which is updated annually in line with the Corporate Plan and skills audit as an input to the annual training plan</li> <li>❖ Coordinate training opportunities from government and other agencies</li> <li>❖ Monitor and ensure intended outcomes of trainings are realized</li> <li>❖ Provide progress reports on Development and Training</li> </ul>
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Bachelor's degree in a related field; Human Resources, Education, Training or Business Administration</li> <li>❖ Skills and abilities in identifying training needs and developing training packages</li> </ul>
<b>Continued Professional Development</b>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p>