



JOB ADVERT

Training and Staff Development Manager

Location : Lusaka
Reports to : Human Resources Manager (HRM)
Minimum Qualification : Degree in Human Resources Management, Business, Economics or related field.

The Company

Agora Microfinance Zambia Limited (AMZ) is a licensed microfinance lending company that currently operates in the Western, Lusaka and Central provinces of the country. The mission of AMZ is to 'Contribute to the economic well-being of the poor through effective provision of appropriate financial services.'

Job Overview

The Training and Staff Development Manager (TSDM) will be responsible for ensuring that AMZ Staff are fully trained up and can do their jobs effectively by helping employees learn new skills and develop existing ones.

S/he will also lead in helping to design and develop training programs and also work with the employers to establish the company's needs. This will help to co-ordinate the courses and ensures it works for the organisation's present and future needs. The TSD Manager will also be responsible for conducting regular staff appraisals and reviews to keep an eye on their progress and ensuring other opportunities are available for ongoing development.

Requirements

Core competencies required for the position

- Analytical skills and problem solving by focusing on analysis and trends
- Ability to manage resources efficiently (human resources as well as physical assets)
- Responsibility for compliance with policies and procedures, ability to comply himself/herself as well as to enforce it in other staff members in order to achieve increased efficiency

Additional requirement

- At least 3 years' experience in Training and Management of Lending staff
- Experience/knowledge in microfinance operations and service delivery maintenance.
- Good leadership, communication, supervision, training/coaching skills
- Good written and spoken English
- Past experience in a similar role will be an added advantage

Responsibilities

Overall management and building capacities of staff involved in training activities as required. This includes, but is not limited to:

1. Drawing up training plans
2. Managing budgets

3. Producing materials needed for training
4. Working with training providers to develop suitable content for the courses
5. Facilitate the delivery of the training to staff

Reporting

The TSD Manager reports to the Human Resources Manager.

Please send through your applications to the address below: recruitment@agoramicrofinance.co.zm

Closing date for applications is Friday 18th May, 2018 at 17:00hrs.

AMZ is an equal opportunities employer.