



Job Description

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Job Title Talent and Development Partner	Job Location Dar es Salaam	Category Human Resource (HR), Training & Coaching
Job Type Full Time	Job level Manager	Industry Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 2 Years
Secondary Industry -	Primary Category Human Resource (HR): 2 Years	Secondary Category Training & Coaching: 2 Years
Certificate -	Qualification -	

Summary

To support the bank in meeting its Strategic Intent by ensuring employees receive relevant learning interventions to enhance performance in their current role or build future capabilities that are strategically important to the bank and/or their career growth.

Responsibilities

Leadership and Talent Management

- Work closely with HR L&D partners and the business leaders to deliver exceptional business performance through the provision of first-class people development initiatives as per the training plan
- Analyse staff training needs identified through various processes, including PD and Talent Management by line management as per business requirements
- Build and maintain strong relationships with third-party training partners and manage trainers to deliver agreed development interventions to specified quality service and cost standards
- Build and maintain strong relationships with HRBPs, People Managers and Departmental Heads to gain an excellent understanding of business strategy and objectives to ensure alignment with the learning interventions
- Compile learning-related reports for various stakeholders, monitoring and tracking progress against learning targets
- Provide robust reporting on Leadership and talent management activities as required
- Support the Head of Talent in implementing Talent Management Process as per the Talent Framework and Business Strategy
- Support the Head of Talent in implementing Leadership Development Programmes as per the Leadership Framework and Leadership Curriculum
- Provide reports from e-learning platforms as per ad hoc requests from the business
- Participation in job fairs and events, maintaining contacts with educational institutions
- Support Business Units in defining training needs to ensure that the identified training solutions are geared to address employees' Competency and/or performance gaps required to facilitate the execution of business strategy or to support Employee Career Growth
- Compile the Annual Training Plan in conjunction with the Head of Talent and Business units by ensuring that the plan is aligned with business training requirements and is within the approved budget

Design and Develop Training Programmes

- Design and develop or source learning solutions that meet the identified training needs and performance gaps
- Manage the design of tailored learning and development interventions in collaboration with Business Subject Matter Experts
- Keep abreast of available training that suit the Bank's training requirements e.g. by communicating with the training institutions/providers.
- Ensure collaborative relationships with Group LLT and local training providers
- Develop training materials for in-house training programmes e.g. preparation of Training Manuals, Training Aids, etc.
- Leverage the availability of the Learning Programmes at the Group to meet Bank training requirements

Deliver Training and Talent programs

- Deliver training programmes in partnership with the Business Subject Matter Experts, ensuring full attendance and active participation.
- Co-ordinate with Head of Talent and Strategic Sourcing Team on the sourcing of learning solutions from external suppliers
- Manage and support NBC staff learning through Digital Platforms such as TLS, Group Digital Campus, Group Learning Portal, etc.
- Ensure adherence to policies and standards, Governance and internal controls relating to learning activities.
- Collaborate with the Head of Talent and Business Units to determine and implement evaluation criteria for successful implementation of the Learning Solutions
- Monitor and evaluate the impact of training programmes to ensure continuous improvement and contribution to business objectives
- Provide feedback and solutions in terms of problem areas identified
- Proactive Monitoring and evaluation consistency and harmonisation of learning policies, processes and solutions as appropriate.

Administration and Reporting

- Maintain effective Database/Records of training participants
- Reconcile Training Accounts and proactively manage training budget and spending to ensure a disciplined and cost-effective approach is implemented
- Compile learning-related reports for various stakeholders, monitoring and tracking progress against learning targets
- Manage payments applications in relation to training matters from staff & vendors, ensuring they are correctly and timely processed.
- Manage other training activities such as arranging Venues, Invitations, Accommodation, photocopying, compiling and binding Training Materials, etc.
- Perform auxiliary activities such as stationery management, Refreshments, equipment etc.

Education & Qualifications

- Bachelor's Degree or it's equivalent and/or relevant professional in Banking, Human Resources, Education or Business Administration

Requirements

- 2 years of experience in Banking, Training or HR Environment

Characteristics

- Effective communication
- Emotional intelligence
- Digital familiarity
- Learning and researching
- Relating and networking
- Adapting and responding to change
- Persuading and influencing
- Creating and innovating

Driving Licence

Not Required

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