

VACANCY FOR:

LEARNING AND DEVELOPMENT MANAGER

JOB TITLE:

Learning and Development Manager

REPORTS TO:

Chief Executive Officer

JOB SUMMARY:

Support InfraCredit's People Strategy by developing, implementing and refining curriculum that effectively builds the skills of our human assets, infrastructure clients and external stakeholders, as well as institutionalising knowledge management initiatives that ensure timely capture of knowledge, empower staff to efficiently acclimate to the work environment, standardise processes and preserve a high-performing environment.



JOB RESPONSIBILITIES:

The resource person will responsible for but not be limited to the following:

- Draw up clear strategies which outline learning and development activities in supporting the strategic imperatives of InfraCredit, in line with the 70/20/10 principle - 70% experiential (on-the-job experience, learning and developing in role); 20% expert coaching/mentorship, secondment to development partner institutions, networking/conferences; and 10% through formal training courses/certifications.
- With input from EXCO and staff, evaluate the needs of the company and develop an annual plan of learning & development activities accordingly, e.g. targeting skills

acquisition based on departmental competency frameworks, ensuring well-planned reinforcement of skills and critical processes, organising online and classroom trainings and workshops, etc., with an Outcome-oriented focus.

- Oversee the preparation, administration and reporting on the InfraCredit Learning Academy – a programme for recruiting and training interns to be fully capable of contributing as Analysts throughout the organisation upon the conclusion of their training.
- Organise the preparation and administration of the Capacity Building Programme, by which InfraCredit and development partners ensure useful knowledge transfer (e.g. on due diligence & structuring, credit appraisal, infrastructure as an asset class, PPP, project finance, risk-adjusted returns, etc.) to external stakeholders – e.g. institutional investors, regulators, etc.
- Work with the Corporate Communications unit to ensure materials and videos are periodically produced, available via the company's intranet and utilised for staff onboarding, training, and reinforcement, with periodic additions and updates where necessary based on observed needs.
- Responsible for new course upload, and deployments of e-Learning courses, supported by the Information Technology unit.
- Create and assign e-Learning plans for all categories of staff, manage e-Learning access and track learning benefits and training progress, coordinating with the Human Resources unit and Information Technology unit to ensure plans and courses are conveniently accessible to staff and EXCO members.

- Generate and provide reports to management on all Knowledge Management activities, their progression, completion and impact.
- Keep current with trends, best practices, new technologies, and emerging innovations in the training and development sphere and implement solutions that continue to build on InfraCredit’s focus for developing talent.
- Prepare and defend annual budget for Knowledge Management activities, then allocate expenses and resources prudently throughout the year.
- Perform additional duties and responsibilities as may be assigned by the Chief Executive Officer.
- The candidate will be provided the opportunity to transition to the origination and structuring team (subject to vacancy) after 2 years of satisfactory performance in the role and upon satisfactory appraisal.



SKILLS AND QUALIFICATIONS:

- Minimum Education level – BSc or BA degree in Education, Psychology, or other related areas. Additional training certification will be a bonus
- Post-graduate qualification (MBA/MSC) and professional membership of a HR body (SHRM, CIPD, CIPM, ASTD) will be an added advantage
- A minimum of five (5) years Learning & Development experience as someone who has managed and implemented training programmes
- Ability to communicate effectively (both oral and written); research, develop, facilitate, and promote projects; work independently; and meet deadlines.

- Knowledge of learning & development strategies and differing programme approaches.
- Knowledge of learning and Development methods.
- Experience in project management and budgeting.
- A thorough understanding of technology and its role in Learning & Development.
- Ability to create learning content to improve capability of learners.
- Ability to develop Learning and Development solutions.
- Experience as a facilitator that offers in class and virtual training.
- Good knowledge of e-learning platforms and practices.
- Familiarity with Global Curriculum Development and Knowledge Management trends.
- Basic Knowledge of Microsoft Office (Word, Excel, and PowerPoint).
- Excellent negotiation, listening and interpersonal skills, including the ability to engage with and provide quality reports to international development partners
- Ability to manage several projects simultaneously.
- Ability to evaluate the effectiveness of programs and make recommendations for improvements



WWW.INFRACREDIT.NG