

JOB Advertisement

[Trainee, L&D Officer]

About Education Above All Foundation (EAA) Education Above All Foundation (EAA) is an international foundation founded in 2012 by Her Highness Sheikha Moza bint Nasser. At EAA, we bring together programmes that provide educational opportunities, with a special commitment to communities facing poverty and crisis. To bring new life chances and real hope and opportunities to poor and marginalised children, youth and women in the developing world.

EAA is proud to work with global, national, regional and local partners to implement proven and innovative interventions in education, protect the right to education wherever it is under threat, advocate to draw international attention to critical education issues and collaborate with leading global organisations to resolve education-related challenges.

We are united by a shared belief that education is the key to progress and prosperity. It unlocks personal potential and encourages peace, collaboration and sustainable development. That's why education is our first priority. We are committed to equipping children, youth and women with the tools to learn – wherever they may be.

Role Purpose

EAA is looking for a resourceful and dynamic individual to its HR team as a Trainee, Learning and Development Officer to support the development and delivery of effective learning and development programs and organizational development initiatives.

Key Duties and Activities include but are not limited to;

- Contribute to implementation of talent management framework for EAA, including career development, performance management and succession plans and policies.
- Maintain and update the behavioral and technical competencies across the organization and support integration with other HR processes (recruitment, career management, training, performance management and succession planning processes).
- Provide assistance in the implementation of succession management process for identified critical roles across EAA and contribute to creation of development plans.
- Assist in managing the performance management system, ensure timely update and completion of related tasks.
- Contribute to the assessment of training needs for all departments based on performance assessment, employees' career path, and business requirements.
- Organize the New Employee Orientation Program and manage the related logistics.
- Assist in creating, communicating and monitoring of learning paths and related activities through the eLearning platform.

- Support the implementation of On the Job Training, Knowledge Sharing, Job rotation, Coaching and Performance Improvement Plans.
- Handle the Internship Program related communication, process, documents, feedback and reports.
- Support in continually improving the PM system effectiveness through enhancements based on benchmarks and end user recommendations.
- Up-keep the maintenance of training calendars, files and related records.
- Collaborate with team and business to manage logistics and delivery of learning programs (internal and external).
- Responsible for timely communication and collection of training evaluation forms and preparation of related reports to support measuring the effectiveness of the training programs.
- Prepare periodical reports, statistics and presentations, as required for Management reviews.
- Stay updated with on-going change and contribute to implementation of processes, initiatives and projects to foster a culture of continuous improvement.

In order to be successful in this role you will bring;

Education;

- Bachelor's degree in a relevant discipline
- Strong academic record

Work Experience

- We are targeting a fresh graduate Qatari national; no previous experience is needed.

Required Knowledge and Skills:

- Good analytical, writing, communication and presentation skills
- A self-starter, committed, responsible, highly organized and detail-oriented
- Proactive, resourceful with a willingness and desire to learn
- Ability to multi-task and work both independently and as part of a team
- Proficiency in Microsoft Office Suite especially Word, Excel, and PowerPoint, Google Docs, and Adobe Acrobat
- Solid organisational, planning and time management skills
- Enthusiastic and innovative approach to work
- Personal commitment to improving own knowledge and skills and a passion for continuing learning and development

Required Competencies:

- Ability to work collaboratively to deliver excellence, focusing efforts on understanding and meeting the needs of all stakeholders.
- Thinking creatively and logically, delivering new solutions based on imagination, past experience and relevant research

- Demonstrating flexibility and adaptability when faced with change. Adjusting rapidly to new situations to drive organizational objectives and deliver value.

Appreciating and leveraging the capabilities, insights, and ideas of all stakeholders and working effectively with individuals of diverse style, ability, and motivation.

Application Procedure

If you are interested and this is something you would like to consider, please send an updated copy of your CV to career@eaa.org.qa

Please ensure your application email has the subject heading of [Trainee, L&D Officer] – [insert your name].

Due to the large volume of applications we usually receive, only shortlisted candidates will be contacted and advanced to the next stage of the selection process. EAA might review applications before advert deadline therefore, interested candidates are encouraged to apply early.