



# Job Description

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<b>Job Title</b> Officer: Learning & Development	<b>Job Location</b> Zanzibar City	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Air Transport
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Air Transport: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Officer: Learning & Development is responsible for coordinating training and development activities, ensuring effective delivery of training programs and supporting employee capability development across the organization.

## Responsibilities

- Coordinate and support delivery of training programs, workshops, and development initiatives across departments
- Assist in collecting and consolidating training needs from departments based on workforce and performance requirements
- Organize training schedules, venues, materials, and resources to ensure smooth execution of training sessions
- Liaise with internal and external trainers to ensure effective delivery of training programs
- Maintain accurate records of training activities, attendance, and employee development progress
- Collect feedback and support evaluation of training programs to assess effectiveness and impact
- Assist in implementation of development initiatives such as onboarding, technical training, and skills development programs
- Prepare reports on training activities, participation, and outcomes for management review
- Ensure mandatory training requirements (safety, regulatory, operational) are tracked and completed
- Work with departments to align training activities with operational needs and schedules

## Education & Qualifications

### Minimum Qualifications

- Bachelor's degree in Human Resources, Education, Business Administration, or related field
- 2–4 years' experience in training coordination, HR operations, or learning and development roles
- Professional certifications not required
- Proficiency in Swahili

### Preferred Qualifications

- No specific additional education required
- Training in Learning & Development, instructional design, or HR certifications (e.g., CIPD, SHRM) is an added advantage
- Experience in large organizations, aviation, or operational environments is an added advantage

- Proficiency in English is an added advantage

## Requirements

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### Technical

- Training coordination and administration
- Knowledge of learning and development processes
- Data tracking and reporting skills
- Familiarity with HRIS or training systems

### Behavioral

- Strong organizational skills
- Communication and interpersonal skills
- Attention to detail
- Ability to manage multiple tasks

### Power

- Ability to coordinate across departments
- Responsiveness to training needs
- Ability to support development initiatives
- Collaboration with stakeholders

## Characteristics

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- Timeliness and completion of training programs
- Training participation rates
- Accuracy of training records and documentation
- Compliance with mandatory training requirements
- Feedback scores on training programs
- Responsiveness to departmental training needs.

## Reporting To

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Human Resource Manager

## Driving Licence

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Not Required

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