Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title
Officer: Learning & Development

Job Location
Zanzibar City

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Air Transport

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Air Transport: 2 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

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

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

- 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

Human Resource Manager

Driving Licence

Not Required

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