



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Director, Learning & Development
Grade/ Classification	IRC 11
Immediate Supervisor/Manager	Assistant Commissioner, Human Resources
Division/ Section	Human Resources Division/ Learning & Development Section

B. PURPOSE

This position reports to the Assistant Commissioner, Human Resources and will be responsible for training and developing IRC's workforce to be highly engaged and productive in achieving its revenue collection objectives. This position will oversee and provide leadership in the development and implementation of employee training programs to enhance their skills, competitiveness and effectiveness to meet the demands of their jobs as well as to help create long-term careers for the employees.

C. ACCOUNTABILITIES

- Identify relevant training needs of individual staff and the organization as a whole and develop and implement appropriate training initiatives to address those needs;
- Formulate, design and implement 3-Year Training Plans, including annual training programs in identified areas;
- Map out training targets and programs in striving to deliver customized training that address the specific needs of the IRC and the staff.
- Support and assist IRC staff—who wish to acquire relevant academic and/or professional qualifications, affiliations, memberships, training through promotion of staff development;
- Assess and evaluate appropriateness and effectiveness of staff development and training programs and facilitate improvement initiatives;
- Conduct cost analysis for all Training & Development activities in compliance with procedures stipulated in the PSGO, PSMA and PFMA.
- Provide leadership, develop and mentor the Learning & Development staffs to boost productivity and have provision of high-standard quality of service.
- Provide timely and expert advice to the Assistant Commissioner – Human Resources through monthly and ad hoc reports concerning training and development matters.

D. POSITION AND PERSON SPECIFICATIONS

- Degree in Human Resource Management, Education, Training or relevant discipline. Post graduate qualification (MBA, MHRM, desired);
- Certificate IV in Training and Assessment (TAA)
- Over 5 years managerial experience in similar role
- Sound experience in the development, delivery and evaluation of staff development and training programs, and in the development of subordinate staff.
- Thorough knowledge of overall Training matters and awareness of National Training Council guidelines.
- Demonstrated commitment in driving training and developing for capacity building of workforce.
- High research and planning skills;
- Sound management and leadership skills
- Effective communication and presentation skills.
- Experience in dealing with donor agencies in regards to training and/or study grants, whether within the country or abroad is desirable
- Knowledge of Staff Development & Training provisions stipulated in the PSGO is desirable.