



Job Description

Task details	
Job title	Training specialist
Directorate	Training and Professional Development Directorate
Job track	Professional speciality
Job Group	Education
Job subgroup	Assessment and educational development

Job Main Goal
Creating, delivering and measuring the impact of training programs, measuring performance gaps, comparing the impact of training against the cost

Qualification and Skills	
Minimum qualifications	<p>Minimum of a masters in the field of specialization of one of the below:</p> <ul style="list-style-type: none"> • English (Primary) plus CELTA or level 5 equivalent. • English language and literature / linguistics/ plus CELTA or level 5 equivalent. • Computer Science • Electrical Engineering • Business • Maths • Science • Health Related • Sport
Experience	<p>IELTS 7.0 Academic for non-native speaks of English Two years' experience in training</p>

Main responsibilities		
Examples of some operational performance indicators	Specialty responsibilities	
A report about training needs as per specialization and job title	Assessing and analysing the training needs for the Ministry of Education's employees.	1
Central training plan	Preparing an annual training plan according to the strategic priorities, evaluation results, and the training needs of the central directories	2
Number of training programs Number of core trainers	Designing and developing training programs, providing technical support for core trainers in the implementation of training programs	3
Number of training packages	Preparing, developing, delivering and evaluating training packages in cooperation with the related departments according to scientific principles and best practices.	3
Number of training programs	Participating in the implementation of training programs for all job categories in the Ministry of Education	4
Number of technical and financial proposals offered by training providers	Co-ordinating with external training providers to prepare or develop the content of training programs that are planned for the staff in the light	5



	of the Ministry's needs and the training and professional development plans.	
Number of internal trainers	Preparing plans for qualifying and developing internal trainers (certified trainers)	6
Application of trainee performance evaluation tools and training programs	Assessing training programs, measuring their impact and analysing their results	7
Report on the effectiveness of training and the assessment of gaps between outputs and expected results	Monitoring the effectiveness of training and measuring the gaps between outputs and expected outcomes of human resources development programs.	8
Average of training hours Percentage of trainees	Contributing to the analysis of statistical data of training programs and the extraction of performance indicators and development solutions.	9
Number of studies	Preparing an evaluation study of the impact of professional development programs on the professional development of employees	10
Percentage of applied practices out of the total practices during the year	Applying best practices in the fields of training and development of human resources and making suggestions for developing best practice methods.	11

الكفاءات الفنية والسلوكية وفق المستويات المحددة بنظام ادارة الاداء المعتمد في الحكومة الاتحادية

Technical and behavioral competencies in accordance with the standards set by the performance management system adopted by the federal government

Skills	Behavioral competencies (competency level 4)	
1- مهارات برامج التنمية المهنية Professional development skills	7. التواصل Communication	1. الكفاءات والمهارات السلوكية Competencies and behavioural skills
2- التعلم المستمر Continuous learning	8. المساءلة Accountability	2. قيادة التغيير Change management
3- إدارة الحوار Dialogue management	9. التركيز على خدمة العملاء Focussing on customer service	3. تمكين الموظفين وتطوير قدراتهم Empowering staff and developing their capabilities
4- التفاوض وحل المشكلات Negotiation and problem solving	10. العمل بروح الفريق الواحد Teamwork spirit	4. التفكير الايجابي 5. Positive thinking
5- القدرة على تنظيم وتخطيط الأعمال اليومية -Ability to organize and plan daily work	11. الانضباط الذاتي Self-discipline	6. إدارة الموارد بفاعلية Managing resources effectively
6- الالمام باستخدام الحاسب الآلي -7Computer literacy	12. التوجهات الإيجابية Positive attitudes	7. التركيز على النتائج Focussing on results
	13. المرونة Flexibility	8. الالتزام Commitment