

***Nauru Utilities Corporation would like to invite suitable applicants for the following vacancy:***

**Position:** Training Coordinator (x1)

**Department:** Corporate Services

**Reports to:** Human Resource Manager

**Qualification:** Diploma in a related field

**Experience:** At least 3 years in a similar field

**Responsibilities & Accountabilities:**

1. In consultation with the HR Manager, CEO and Department Heads, carry out a full training needs analysis of the whole organisation based on the achievement of NUC’s corporate objectives.

2. Liaise with the HR Manager to draw up and manage an annual Training Business Plan to cater for all priority training needs for the year.

3. Establish and manage an annual training budget in support of the annual Training Business Plan.

4. Source outside training resources and providers, when required, in order to implement the Plan.

5. Draw up monthly training schedules based on the achievement of the annual training plan and produce monthly training reports and maintain training records.

6. Manage and co-ordinate the function of training on a daily basis, ensuring all facilities and equipment required are in place.

7. Manage and maintain the company’s training resources and facilities.

8. Plan logistics for all overseas training.

9. Manage NUC’s in-house Training and Certification Programme.

10. Ensure all Department Trainers are fully equipped and organized to carry out their daily on-the-job training and certification responsibilities.

11. Evaluate the effectiveness of all training carried out throughout the company.

12. Carry out general training as required.

13. Take a leading role in championing NUC’s Core Values throughout the organisation on a daily basis

14. Assist in ensuring that all work areas are maintained in a clean, safe and orderly manner at all times.

15. Cooperate with NUC management in regards to any duties or requirements according relevant Health and Safety policies and procedure and ensure compliance.

16. Carry out duties and responsibilities considered appropriate and relevant by NUC management.

17. Project a professional image of NUC

**SKILLS** : Training and teaching • Excellent Communication -verbal and written • Organization • Negotiation • Computer literate • Office equipment • Alertness • Focused • Prioritize • Outgoing and Energetic • Role model • Positive attitude • Motivated • Team player • Helpful • Relates well with others at all levels • Passion for improving the training function • Potential to develop further • Fit and healthy for the job Must be able to: • deal with stressful work conditions: • work extended hours when required • contribute to the development & success of NUC.

Application forms are available at the NUC HR Administration office or you may submit applications in a letter form with CV, Contact details, reference letters, and any other relevant documents.

**Contact details**: Email: [hr-team@nuc.com.nr](mailto:hr-team@nuc.com.nr) or Call us: 5574059

**Closing date**: 23/Feb/2022.

Please note applications may be short-listed and progressed prior to the closing date.

At NUC, we want our people to reflect the community we operate in, and encourage applications from a diverse range of people, backgrounds and experiences.