



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Talent, Learning and Development Officer
REPORTING TO	Head of Talent Management
DIVISION	Human Resources
PHYSICAL LOCATION	Nairobi, Kenya
DURATION OF CONTRACT	Two (2) Years (Renewable)

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

TEAM PURPOSE

To provide a professional, business-focused organisational development and human resource support service, delivering a proactive-solutions-based approach for resolving issues and ensuring that staff are effectively managed and developed to deliver organisational results, which are focused on developing capacity and expertise to meet Amref Health Africa vision and mission.

JOB PURPOSE

Reporting to the Head of Talent, the Talent, Learning & Development Officer will provide expertise and support in the design, development and implementation of the Global Talent, Learning and Development initiatives; encompassing leadership development, learning and training programs.

KEY RESPONSIBILITIES

- **Global Talent, Learning and Development programmes implementation:** Under guidance of the Head of Talent, support development and implementation of the global and regional Talent, L&D initiatives.
- **Learning needs:** Understand, assess and report Countries/Programmes/Units/Functions learning needs and priorities, based on the organizational and people strategies.
- **L&D solutions:** Support in the identification, design and implementation of solutions and interventions to learning needs. Ensure consistent, effective design and implementation of training programs and materials aligned to the organizational mission and core values.
- **Talent and learning data:** Collect, analyse and maintain data gathered to inform targeted leadership development.

- **Organizational needs and learning impact:** Proactively provide input and continuous feedback to the Head of Talent about: 1) Organizational needs and development priorities; 2) impact of the L&D within the countries by leveraging analytics.
- **Resourcing and on-boarding:** Support Talent Acquisition in the delivery of local induction and on-boarding programs.
- **Budget:** Provide support in preparation and consolidation of Talent, Learning and Development budgets for headquarters and countries.
- **Development partnership:** Apply coaching principles and concept in engaging and supporting stakeholders in the process of building and execution of the people development plans.
- **Career development programs:** Support execution of employee promotion and career-pathing initiatives. Assess mobility opportunities and facilitate the implementation of the staff mobility programme between Amref offices.
- **Networking and sharing:** Be part of the L&D community, actively collaborating with ideas on new solutions, external benchmarks and learning technologies.
- **Performance management:** Provide support and advice to staff and managers in the overall process, including organizing for sessions to ensure the process is well understood; Review the performance appraisal and advise the Head of Talent on performance-related issues.
- **Succession planning:** In liaison with the Head of Talent and line managers, build suggested career paths for staff; with related suggested learning and development activities to nurture the retention of our talents.
- **Continuous improvement:** Refine existing systems and processes, and set up new processes as required.
- **Organizational well-being:**
 - Build and manage, with the Head of Talent, regular staff surveys to identify staff and managerial expectations, well-being level and points of satisfaction or dissatisfaction; based on key areas that impact motivation and retention;
 - Assess diversity and inclusion in the organisation such as gender, nationalities, etc.; promote and enhance our policy to foster diversity and inclusion in our staff;
 - Follow up results and propose a related action plan;
 - Build and manage internal communications to foster well-being and organisational culture and values.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Education and Professional Qualifications

- Bachelor's degree in Human Resource Management, Learning & Development or closely related field
- Recognized professional membership with IHRM or any other reputable organization
- Certification in Coaching is an added advantage

Experience

- Minimum of five (5) years of experience in HR, with two (2) to three (3) years focused on talent management, leadership development, and learning and development
- Experience in a fast-paced, complex and matrix organization
- Experience in the use of Learning Management Systems – requirements gathering, implementation and management
- In-depth knowledge of learning and development principles and practices
- Exposure to leadership development principles and practice

SKILLS, ABILITIES AND COMPETENCIES

- Familiarity with e-learning platforms and practices
- Demonstrable commitment to the promotion of diversity

- Demonstrated commitment to continuous personal development, excellence and impact
- Strong presentation and facilitation skills with a range of audiences and levels of experience
- Ability to manage multiple projects to ensure on-time delivery and quality using both internal and external resources
- Ability to build good relationships and partnerships
- Ability to make logical, well-balanced and reasoned decisions
- Ability to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.
- Flexible and pragmatic with the ability to deal with ambiguity
- Excellent written and oral communication skills
- Excellent organisational skills
- Emotional resilience
- Excellent problem-solving skills
- Energy, enthusiasm and confidence
- Willingness to work flexibly and travel as and when required
- Committed to people development and the organisational values and behaviours that underpins the Amref culture

DESIRABLE

An individual with a high level of self-awareness, personal energy, stamina and flexibility, and an ability to adapt to changing situations while maintaining focus on delivery and follow-through.

The above is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.

HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **November 06, 2024**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.