

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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## POSITION DESCRIPTION

<b>POSITION</b>	Senior Manager/ Manager Corporate Training
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Institute for Research and Innovation
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	07 May 2024
<b>DEADLINE FOR APPLICATION</b>	14 May 2024

## BROAD PURPOSE

The broad purpose is to oversee and enhance the effectiveness of corporate training activities, including administration, quality management, vendor relations, logistics coordination, course evaluation, and contribution to innovative modalities, while also supporting the college's marketing efforts.

**Reports to:** Deputy Dean, Institute for Research and Innovation

<b>REMUNERATION</b>	
Basic Salary:	MVR 10,000 - 12,000
Service Allowance:	MVR 4,700 - 5,200
Responsibility Allowance:	MVR 2,000 - 3,000
<b>Total Remuneration:</b>	MVR 16,700 - 20,200
<b>Working Hours:</b>	09:00 – 17:00 (Sunday to Thursday and Saturdays where necessary)

## MAIN DUTIES AND RESPONSIBILITIES

- Assume accountability as domain administrator for the Corporate Training activities.
- Administer and manage all the Corporate Training activities of the college.
- Build and maintain quality and standards of corporate training programs and activities.
- Provide effective customer support to executives, managers and employees interested in attending training.
- Develop and maintain relationships with external training and communications vendors/clients.
- Arrange facilitators and facilities for the delivery of instructor-led training.
- Establish personalized and organizational communications related to running the department.

- Administer course evaluations for all corporate training programs and follow up on issues identified.
- Monitor training requests to determine frequency of course delivery; review utilization of trainings offered.
- Research and explore potential future trainings and/or trainers who can address identified needs.
- Assist with the design and development of in-house instructor-led and web-based training.
- Gather, synthesize and oversee presentations, communications, and reporting of Corporate Training projects and initiatives.
- Prepare, maintain, and update corporate training website and other marketing materials.
- Manage and respond to the corporate training communications.
- Coordinate logistics for all Corporate Training activities (e.g. rooms, catering, etc.)
- Build and maintain training schedules and course descriptions for corporate training.
- Ensure accuracy and quality of information.
- Administer course evaluations from corporate training and follows up on issues identified.
- Develop and implement new and creative modalities for corporate training and corporate events.
- Assist in marketing activities of the college.

**Education**

- Bachelor's degree in relevant field
- Masters in a relate field will be an added advantage

**Experience**

- Minimum 2 years of work experience in a related area

**Skills and Competencies**

- Proficient knowledge and Skills in the use of Microsoft Excel (including the use of Formulas and other advanced functions)
- Proficient knowledge and skills in the use of Microsoft Word (including mail merging etc.)
- knowledge in the use of databases
- fast typing skills English and Dhivehi
- Experience in the use of similar advanced functions of Microsoft Office Package in the maintenance of records
- Experience in the maintenance of records through a database,

**Character requirements / general attributes**

- Ability to work under pressure
- Ability to work for long hours if required
- Meticulous and ability to pay attention to details Good interpersonal skills to develop and maintain effective working relationships
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks