

GENERAL s

Job Title: Learning & Development Manager

(Job Ref : HR/10/2025/01)

Reports to: Senior Manager Talent and Staff Productivity

Department/Division: Human Resources

No. of Vacancies: 1

BASIC PURPOSE:

Responsible for the development and implementation of training and development process for the Equity Bank Uganda's management and staff. Manages internal and external learning programmes and implements training across Equity Uganda to ensure that employees are properly trained. Provides expertise and support to department heads and management.

MAIN DUTIES & RESPONSIBILITIES

- Consults with managers to understand business problems and opportunities, to identify training needs and develop solutions.
- Projects future training needs based on business requirements and changes.
- Develops a structural process for the identification and analysis of learning and development needs, to ensure that performance gaps or skills gaps are addressed effectively.
- Conduct needs assessment to develop and avail business Learning & Development interventions.
- Work closely with the Senior Manager Talent Management to develop and deliver learning interventions and frameworks for different programs such as mentoring, coaching and Job Shadowing.
- Evaluates the impact of Learning & Development on performance and behavior improvements in order to provide recommendations for future actions
- Put in place policies and policies for the Bank to support training and development requirements.
- Co-ordinates financial planning, recording and reporting of all learning and development activities in order to ensure budget management.
- Identify External training and development programmes, resources and vendors that meet Learning & Development needs.

- Works with external professionals in training design, delivery, and follow-up
- Develop the use of data models that will facilitate a data driven decision making process on the learning and development agenda.
- Progressive reviews of learning programs in line with technological developments and future required skills and initiates necessary adjustments to the curriculum/programs.
- Maintains training database to assist in the classification of employees according to their skills.
- Planning and controls training facilities to ensure that they operate effectively and are maintained in good condition.
- Provides staff with information and guidance on training, development, and succession.
- Perform any other duties as may be assigned by the immediate supervisor.

QUALIFICATIONS, SKILLS AND EXPERIENCE

QUALIFICATIONS

- Bachelors in Human Resource Management, psychology or any related field of study

SKILLS

- Demonstrate affinity with employee learning and learning technologies
- Able to design and produce relevant training materials including e-learning courses
- Familiarity with e-learning platforms
- Able to solve problems quickly and resolve issues
- Ability to communicate effectively and engage with employees
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions
- Possess analytical ability
- Ability to effectively present information to clients, public groups, boards of directors,



employees, management

EXPERIENCE

- A minimum of 5 years relevant experience in Human Resources preferably in a business-related environment.