



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

MANAGER, LEARNING & DEVELOPMENT
HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT DIVISION

Responsibilities

Key accountabilities include providing assistance to the General Manager, HCOD in the areas of Organizational Development, Learning & Development, Performance Management System and Succession Planning.

- Conduct analysis and research to design effective organization structure to support the business direction and strategic transformation plan.
- Assist in developing human capital strategies in supporting the company's strategies and business plan.
- Conduct analysis and study the business requirements in terms of capability and competency availability in the company and undertake organizational development projects by assisting to design, develop and implement project objectives, requirements, costs, duration and budget.
- Develop and implement core competencies, leadership competencies and functional competencies to support company's business needs group-wise. Align and develop the necessary programme to enhance and sustain these competencies.
- Develop and implement leadership, managerial and management development programme to meet the business requirement and objectives. Conduct and organize engagement sessions to monitor the effectiveness of the programme and recommend areas for improvements.
- Create a coaching, learning and growth culture in the company.
- Conduct communication sessions and assist employees on effective KPI cascading and yearly performance management cycle.
- Assist in developing and implementing succession planning and talent management initiatives.
- Participate in strategic partnership with schools and universities to attract talents.
- To manage training and development of the entire organization, create and execute learning strategies and programs to drive the training initiatives, evaluate individual and organizational development needs, design and implement various learning methods companywide (e.g. coaching, job-shadowing, online training), create and help talents make the most of learning opportunities to strengthen leadership pipeline with solid succession plan.
- To review current development programs and develop new development programs to meet the business needs of internal stakeholders.
- To assess and measure the effectiveness of the trainings and maintenance of talents' training records.
- Ensure timely implementation of annual training plan including managing the whole process from registration to evaluation, liaising with internal and external training providers.

- Evangelize and lead a culture of lifelong learning, shaping the employees' experience, and enriching the company's culture by driving effective learning and development with a robust cadence.

Requirements

- Bachelor Degree in Human Resource Management, Law, Psychology or Analytics preferably from reputable university.
- Master in Human Resource Management or MBA is an added advantage.
- Minimum 10 years relevant working experience across industries-
- Positive attitude and mindset.
- Good management and leadership skills.
- Good verbal and written communication skills.
- Ability to work well with others and motivate people.
- Ability to coach and mentor team members.
- Sound knowledge and well exposed to the Learning & Organization Development field with strategic orientation.

Closing Date

16th March 2023

Talent Acquisition Unit
Human Capital & Organizational Development

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200

    : career@IJN

**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**