JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title: Technical Trainer

A2 Department/Programme: Agriculture

A3 Section/Project: Agric Manager's Office

A4 Reports to (position): Agriculture Manager

A5 Supervises (Name of Positions): None

A JOB DESCRIPTION

B1 Overall purpose of the job.

To co-ordinate activities related to training and development of manpower, to meet skills requirements of the department.

Key Responsibilities

- To carry out training needs and development analysis using appropriate methods suitable to the department's needs.
- Design practical training programs for technicians, craftsmen and artisans in the department.
- Conduct practical training in the Nucleus Estate and other sections of the Agriculture department.

- Formulate and design appropriate training manuals and materials for the department.
- Responsible for induction of all newly employed and contract employees in the department.
- Supervise and appraise performance of industrial trainees deployed to the department.
- To co-ordinate with the SHE Officer and carry out training programs to ensure a safe and healthy working environment.
- Advise Agricultural Manager on all matters related to the training of staff in the department.
- Co-ordinate with the Company Chief Training Manager and Sectional Heads in the department, on all training needs.
- Liaise with Chief Training Manager regarding sourcing of opportunities with external service providers for short courses.

C Knowledge, qualifications & Experience

C1.1 Education:

Bachelor of Science Degree in Agriculture or Agricultural Engineering

C1.2 Experience, Skills and Competences:

A minimum of two (2) years working experience in a similar job with a reputable organization. Good Supervisory skills, skills in promoting safety practices, good communication and interpersonal skills.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to gunner the trust and respect of departmental heads and management.

CONSENT:

	Name	**Sign**	**Date**
Prepared by: HRBP			
Reviewed by: HOS			
Approved by: HOD			

SIGNATURES:

Job Holder (name): .....

Sign:.....Date:.....

Line Supervisor (name):.....

Sign: ..... Date: .....