



A member of the Federation of Savings & Loan Societies Ltd

Level 1-2, Tisa Haus  
Sir John Guise Drive,  
P.O. Box 319  
Waigani, N.C.D.  
Papua New Guinea

Telephone: (675) 300 2345

(675) 300 2200

Website: [www.tisa.com.pg](http://www.tisa.com.pg)

## POSITION VACANCY: LEARNING & DEVELOPMENT OFFICER

We are seeking to recruit a dynamic and passionate **Learning & Development Officer** to join our **People & Culture Division**. Reporting to the P&C Business Partner, the successful incumbent will play a pivotal part in enhancing TISA Group's learning culture, employee development, and performance in compliance with best professional development practices and the TISA Group Standard Operating Procedures.

### Key Accountabilities:

- Collaborate with the P&C Advisors and departmental heads to design, implement, and evaluate learning programs.
- Develop training content, workshops, and e-learning modules.
- Monitor program effectiveness and make continuous improvements as and when necessary.
- Identify skill gaps and create personalized development plans; this may include succession planning.
- Facilitate workshops on leadership, communication, and soft skills.
- Encourage a culture of continuous learning and professional growth.
- Provide ongoing support to employees through coaching, mentoring, and resources.
- Assist business unit managers in addressing performance challenges.
- Promote knowledge sharing and best practices.
- Implement and manage learning management systems (LMS) by leveraging digital tools for efficient learning delivery.
- Conduct training needs assessments.
- Gather feedback from participants and stakeholders.
- Use data to refine learning initiatives.
- Stay abreast of learning technologies and trends.

### Key Educational Qualification, Requirements and Experience:

- Diploma/Bachelor's Degree in Human Resources, Education, or related discipline.
- Must be a certified Trainer of Trainers or possess relevant certification in learning and development.
- Must be a member of the Papua New Guinea Human Resources Institute.
- 3 -5 years' experience in coordinating learning and development preferably within the banking/finance industry.
- In-depth knowledge of P&C policies and procedures (including Change Management)
- Ability to fully utilize Office Tools (MS Office) and related systems (TechnologyOne)
- Ability to organize and communicate with different stakeholders to resolve issues or drive initiatives.
- Must be able to work after hours and/or on weekends as and when required to.
- Must have excellent communication, analytical and problem-solving skills.
- High level of documentation, analytics, and reporting skills

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture  
Teachers Savings & Loans Society  
PO Box 319, Waigani National Capital District  
Email: [TISA.Recruitment@tisa.com.pg](mailto:TISA.Recruitment@tisa.com.pg)

**ONLY shortlisted applicants will be contacted**

**Applications close at 4:00 pm, Friday, 03<sup>rd</sup> May 2024**



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**Note:**

Candidates deemed successful after the 'Interview Process' will be subjected to providing the following Pre-Employment Requirement(s).

1. *Medical Examination Report from recognized medical institutions. (No older than 12 months)*
2. *Police Clearance Certificate (No older than 12 months)*
3. *COVID-19 Vaccination Certificate*