



Job description

Learning and Development Specialist, Unifi Africa

Title:	Learning and Development Specialist
Remuneration:	Negotiable based on experience
Start date:	01 May 2023
Place of work:	Stellenbosch, South Africa
Remote work:	Hybrid model: three mandatory office days per week
Travel	Occasional regional travel to Unifi businesses in Zambia, Uganda, Kenya and future territories in Africa.
Reporting to:	Head of HR

To apply email careers@unifi.credit

Unifi is a fast-growing financial technology company operating in Zambia, South Africa, Uganda and Kenya. Unifi delivers personal lending products through online, mobile phone and branch channels. The company is well supported by strong shareholders and a board of directors with experience in entrepreneurship and lending.

Unifi is recruiting a Learning and Development Specialist. The purpose of this role is to create, develop, implement, conduct training and development programs for employees, as well as using data driven insights to enhance training. The ideal candidate will be passionate about designing learning solutions and the continent of Africa. A healthy spirit of adventure and sense of humour would be helpful. Flexibility to travel around and beyond South Africa is essential.

Learn more about Unifi at:

www.unifi.credit/about

<https://www.africa.com/the-power-of-unifis-female-led-workforce/>

<https://www.youtube.com/watch?v=vl32BzxAHfA&t=26s>

<https://www.youtube.com/watch?v=Gf1ZiFpfSc&t=188s>

Responsibilities

- Collaborating with subject matter experts to develop learning content.
- Using various delivery channels to create learning experiences that enable the learner to achieve the desired learning outcome in a human centred and goal oriented way
- Assessing training and development needs through surveys, interviews, focus groups, and communication with managers, HR peers, and employees.
- Developing project plans for eLearning course on Absorb LMS
- Publishing courses on Absorb LMS and assigning to the relevant target audience.
- Creating, organising, planning, and presenting blended learning solution and skills training for employees. Using digital tools to create flexible and innovative learning programmes
- Applying learning theories to ensure employees get the best out of their development
- Develops unique training programs to fulfil employees specific needs to maintain or improve job skills.
- Updating training procedure manuals, guides, and course materials for all Unifi regions

- Driving a culture of continuous professional development (CPD) and facilitating learning interventions
- Presenting training and development programs using various forms and formats including group discussion, lecture, simulations, and videos
- Maintaining records of training and development activities, attendance, results of tests and assessments, and retraining requirements. Monitoring how effectively learning has been transferred to employees.
- Evaluates program effectiveness through assessments, surveys, and feedback.
- Maintaining knowledge of the latest trends in training and development, as well country legislation to update learning material.
- Performs other related duties as required.

Candidate profile

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Strong presentation skills
- Adept with a variety of multimedia and LMS training platforms and methods
- Ability to evaluate and research training options and alternatives.
- Ability to design and implement effective training and development.

Education and Experience:

- Human Resources or Media and Psychology or Information Technology or Digital Arts or any other related Qualification
- At least five years of training experience required.
- Experience using a Learning Management System, Absorb LMS preferred.