



Senior Officer, Learning and Development, Human Resources

About the job

Job Responsibilities:

- Conduct Training Needs Analysis (TNA) to identify organizational and individual development requirements
- Prepare the annual training calendar and ensure effective implementation and follow-up
- Research and introduce new training technologies and methodologies to enhance learning effectiveness
- Design and develop classroom-based, blended, and in-house training programs aligned with business needs
- Develop and customize high-quality training materials, including participants' guides, worksheets, and trainer manuals
- Organize and conduct training programs addressing specific business and functional requirements
- Design tools to evaluate training effectiveness and measure its impact
- Assist in preparing and monitoring the training budget
- Liaise with external stakeholders, including training institutes, trainers, consultants, and vendors
- Prepare training reports and maintain relevant documentation

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, and encourage others to do so

Qualifications:

Education:

- Bachelor's degree (preferably BBA in HRM) from any reputed university

Experience Requirements:

- Minimum 2 years of relevant experience is preferred

Preferred Qualifications:

- Strong communication, interpersonal, and analytical skills
- Enthusiastic attitude, works well on teams and able to adapt quickly to a fast-moving environment
- Excellent organizational and time management skills
- Ability to manage a wide range of relationships with a variety of stakeholders
- Proficient with Microsoft Word, Excel, and PowerPoint

Salary and other benefits:

Salary: As per company policy

Other benefits: Provident Fund, Gratuity, Festival Bonus, Health & Life Insurance, and other benefits as per organizational policy

Application Link: <https://www.linkedin.com/jobs/view/4447634383/>

Application Deadline: August 11, 2026

BRAC believes that everyone we work with including our staff, programme participants, partners, and the communities have the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation including sexual exploitation and abuse (SEA). We uphold human dignity and inclusion for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic condition. We are an equal opportunity employer. We especially encourage those who have shown resilience—who have faced personal struggles, bounced back, and kept pushing forward—to apply.