

ABOUT GARIA

GARIA is an association of professionals and firms with an interest in restructuring and insolvency formed on 8 August 2006 to play a leadership role in corporate restructuring, business recovery and insolvency in Ghana.

ABOUT THE CANDIDATE

As Training & Education Manager you will be responsible for the development and delivery of the organisation's training services portfolio. You will manage the delivery all training including face-to-face and online learning courses open to anyone.

- Establish and champion a vision for the current and future development of the professional training and capacity building portfolio of the organisation through proactive and innovative approaches including long-term projects with academic institutions, strategic partners and INSOL.
- Provide instructional design support to longer-term CPE, professional development and capacity building initiatives.
- Manage and collaborate with staff and training service providers for efficient and high-quality delivery to members expectations, budget and high standards, including negotiation of terms of reference and contracts, needs assessment, and quality assurance.
- Proactively build relationships and strategic partnerships with other training providers, donors, and our business partner base.
- Represent the organisation on relevant training provider networks and external events.
- Maintain an overview of internationally relevant standards in the training market and ensure our engagement with these and where required successful certification or accreditation.

EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

- The ideal candidate will have strong experience of designing and delivering face-to-face and online training and capacity building initiatives for professionals preferably with some overseas experience.
- Experience in the design, development, and management of a range of online learning experiences, such as facilitated online courses, self-paced e-learning modules, webinars, etc.
- Masters level or professional qualification in a relevant discipline including but not limited to finance, law or accounting, training or education, and e-learning. A doctorate degree is an added advantage.

Knowledge and Skills

- Instructional design or e-learning development skills.
- Applied knowledge of adult learning theories and facilitation methods.
- Software: applied knowledge of Learning and Content Management systems, web conferencing/ webinar software, e-learning authoring tools.

Application process and deadlines

CV and Cover Letter of 500 words, *explaining why you believe that you are the best candidate for this role.*

We aim to interview shortlisted candidates during the month of May 2023.

Remuneration

Not less than GHS 96,000pa for the right candidate, ***plus generous annual performance-related bonus component.***