



## External/Internal Job Posting #02-2021

**Job Title:** Training Associate

**Job Posting:** 26 March 2021

**Expiration Date:** 26 April 2021

### POSITION PURPOSE

The Training Associate is responsible for providing Soft Skill training to National and Expatriate employees alike.

### JOB FUNCTIONS

1. Coordinates registration and certification process associated with externally benchmarked qualification.
2. Provides information on requested training to the relevant Supervisors and Employees.
3. Deliver class contents of EG LNG training guide and subsequent bespoke interventions.
4. Competent in delivery of ILM and ITOL standard Soft Skill contents and theory. (on job training)
5. Complete qualification Certificate in Learning and Development, international ITOL accredited.
6. Complete ITOL Coaching for Performance Certificate.
7. When necessary update / re design all offered Soft Skill training ensuring material and approach is up to date and relevant for delivery to Punta Europa Employees and Supervisors.
8. Assist in achieving annual Training Schedule of required classes for relevant target audience Punta Europa wide.
9. Assist with the feedback and quality evaluation process of all delivered Soft Skills classes and subsequent annual KPI's.
10. Participates, as required, in other activities as assigned from time to time by the line manager or supervisor, including personal training and development assignment opportunities.

### EDUCATION AND EXPERIENCE

Essential:



- Bachelor degree preferably in Human Resources or Pedagogy
- 2 years' experience in a training related role preferred.
- Experience in the collation of records/ data and the use of electronic database systems is desired.

#### **QUALITIES/ATTRIBUTES**

- Knowledge of Microsoft Operating Systems, Office Suite and other Business Applications.
- Ability to read, speak and comprehend English
- Team Work
- Customer Service Oriented

#### **PHYSICAL REQUIREMENTS/WORK CONDITIONS**

- Most work consists of unconstrained, seated office work.
- Most work is performed in an air conditioned office environment.

#### **EQUIPMENT OPERATED**

- Standard office equipment



**Important note:** In order to be considered for this job posting the candidates should comply with the following requirements:

- Must be an Equatorial Guinean.
- Must have a job demand card from the Ministry of Labor (Demanda de Empleo) if currently not working.
- Must fill out the EG LNG Job Application Form.
- Must attach an updated Curriculum Vitae and any other supporting documents.
- Copy of his/her valid EG ID card or passport.
- All applications must be sent **all together in a single PDF document** through the following email address: [EGLNGHumanResources@eglng.com](mailto:EGLNGHumanResources@eglng.com). Application form are located in EG LNG's website ([www.eglng.com/careers](http://www.eglng.com/careers))

Note: No application will be accepted after the deadline.

The Human Resources contact for this posting are:

[EGLNGHumanResources@eglng.com](mailto:EGLNGHumanResources@eglng.com)

or call 222-549-128

The deadline for this posting is **26 April 2021**. No application will be accepted after this date.