**Job Vacancy Announcement: Training Manager**

Al-Kunooz University College in Basra, Iraq, is seeking a highly qualified and experienced individual to join our team as a Training Manager. The Training Manager will play a key role in developing and implementing training programs to enhance the skills and knowledge of our faculty and staff.

### Responsibilities:

- Design, develop, and implement comprehensive training programs to meet the needs of faculty and staff across various departments.

- Assess training needs through surveys, interviews, and consultations with department heads and management.

- Coordinate and schedule training sessions, workshops, and seminars, ensuring their alignment with organizational goals and objectives.

- Develop training materials, resources, and presentations to support learning objectives and outcomes.

- Facilitate training sessions, delivering engaging and interactive presentations to promote active participation, and learning retention.

- Evaluate the effectiveness of training programs through feedback, assessments, and performance metrics, and make recommendations for improvements.

- Stay abreast of industry trends, best practices, and advancements in training and development to continuously enhance program offerings.

### Requirements:

- Bachelor’s degree in business administration or related field.

- Proven experience in designing, delivering, and evaluating training programs, preferably in an educational or organizational setting.

- Strong knowledge of instructional design principles, adult learning theory, and training methodologies.

- Excellent communication, presentation, and facilitation skills.

- Ability to work collaboratively with diverse teams and stakeholders.

- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines effectively.

- Proficiency in Microsoft Office Suite and other relevant software applications.

- Good communication in English.

### Preferred Qualifications:

- Master’s degree in human resource management, Training and Development, or a related field.

- Certification in training and development.

- Experience working in higher education or academic institutions.

Join our dynamic team at Al-Kunooz University College and contribute to the professional growth and development of our faculty and staff. If you possess the required qualifications and are passionate about training and development, we encourage you to apply.

To apply, please submit your cover letter and résumé to salem.aljundi@kunoozu.edu.iq by 3rd June 2024. Only shortlisted candidates will be contacted for interviews.

Salem Al-Jundi

Head of HR department

3 May 2024

Al-Kunooz University College is an equal-opportunity employer and encourages applications from qualified individuals, including those with diverse backgrounds and experiences.

Request:

1. Cover letter (one page)
2. CV (résumé) [one page]

Consider the following:

1. Send a PDF file to [salem.aljundi@kunoozu.edu.iq](mailto:salem.aljundi@kunoozu.edu.iq), and start your email with your name, and section (morning or Evening). Moreover, wait to receive confirmation.
2. Use Times New Roman as font, 12 as font size, Bold for subtitles, and Line spacing 1.
3. Name the PDF file with your full name in English.
4. Avoid similarities with assignments of your classmates.