

Organizational Development Manager

Description

- Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handle discipline and termination of employees in accordance with company policy.
- Identifies and incorporates best practices and lessons learned into program plans.
- Designs and develops HR training programs for management and employees.
- Develops learning activities, audio-visual materials, instructor guides and lesson plans.
- Reviews evaluations of training courses, objectives and accomplishments.
- Makes assessments of effectiveness of training in terms of employee accomplishments and performance.
- Trains employees on HR issues and practices. Presents course materials.
- Consults with management on performance, organizational and leadership matters. Conducts needs assessments to determine measures required to enhance employee job performance and overall company performance

Qualifications

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proven effective management skills.
- Proficient with Microsoft Office Suite or related software.
- Strong presentation skills.
- Adept with a variety of multimedia training platforms and methods.
- Ability to evaluate and research training options and alternatives.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
- Proven experience as Talent acquisition manager.
- Experience in full cycle recruiting, sourcing, and employment branding.
- Proficient in the use of social media and job boards.
- Thorough understanding of technology, technical roles, and technical skills.

Education and Experience:

Hiring organization

Roots Management Consultants on Behalf of Customer

Employment Type

Full-time

Job Location

cairo

Date posted

2022 ,7 2222222

- Bachelor's degree
- At least 5 years work experience in a Human Resources function.
- Five years of core IT recruiting experience required
- Familiarity with an applicant tracking systems.
- Experience with managing high volume, multiple recruitments at once.
- Excellent oral and written communication skills as well as time management, presentation, and organizational skills.
- Demonstrated interview skills and judgment in employee selection.
- Ability to handle confidential employee issues/information and deal with employees in a friendly and sensitive manner.
- Must be able to work independently as well as part of a team.
- Proficient in all MS Office applications, specifically Word, Excel, and PowerPoint.
- Keenly aware of customer requirements and create strong alliances with stakeholders.
- Experience in line managing staff, proven experience building capability for his/her team.
- Advanced knowledge in Recruitment to develop and implement social media strategies to make savings and develop branding to attract a wider and diverse pools of professionals.
- Orientated to constantly look opportunities to innovate and suggest change when needed to make more efficient the strand operation, engage internationally and leverage the quality of service.