



WE ARE HIRING : ASSISTANT MANAGER / MANAGER, TALENT DEVELOPMENT AND LEARNING

Job Function:

To design, implement, and oversee strategic talent development and learning initiatives that strengthen digital capability, leadership effectiveness, and overall organizational performance. This role supports the company's mission to build a future-ready workforce through continuous learning and capability enhancement.

Key Responsibilities:

- Develop and implement a comprehensive Learning and Talent Development framework aligned with business and digital transformation goals.
- Identify current and future learning needs across divisions through capability assessments and workforce analytics.
- Design, plan, and deliver structured training roadmaps for various employee groups including new hires, emerging leaders, and key talents.
- Lead the execution of digital learning initiatives, including the implementation and optimization of e-learning platforms.
- Oversee the annual Learning & Development (L&D) plan, ensuring timely and impactful program delivery.
- Manage end-to-end coordination of training programs — from vendor sourcing, participant management, to post-program evaluation.
- Establish and maintain relationships with training providers, consultants, and learning partners to deliver high-quality content.
- Evaluate learning program effectiveness using feedback, assessments, and performance improvement indicators.
- Develop and maintain competency frameworks to support performance, career growth, and succession planning.
- Support leadership and high-potential development programs to build a strong internal talent pipeline.
- Drive initiatives that promote a culture of continuous learning, collaboration, and digital agility.
- Partner with business leaders and HC teams to align learning priorities with organizational objectives.
- Manage training budget and ensure compliance with HRD Corp (HRDF) regulations and claims submission.
- Prepare regular reports, insights, and analytics to track learning impact and support management decision-making.

Qualifications / Requirements:

- Bachelor's degree in Human Resource Management, Business Administration, Psychology, Education, or a related field.
- Minimum of 5–8 years' experience in Learning & Development or Talent Management, with exposure to digital learning platforms preferred.
- Strong understanding of talent development frameworks, competency modelling, and performance management processes.
- Proven ability to design, deliver, and evaluate learning and leadership development programs.
- Excellent communication, facilitation, and stakeholder management skills.
- Strategic mindset with hands-on execution capability.
- Proficient in Microsoft Office and familiar with digital learning tools (e.g., LMS, e-learning content platforms).
- HRD Corp (HRDF) certification or experience in managing claims will be an added advantage.

Please send your resume to hr@myid.my and shenaz.razak@myid.my