



CAREER OPPORTUNITY

Belize Electricity Limited (BEL) is the primary distributor and the only licensed public provider of electricity in Belize. Our Mission is to deliver safe, reliable, and sustainable energy solutions to enhance the quality of life and the productivity of enterprise and to support national development.

We are looking for a highly motivated, goal oriented, responsible, and committed person to join our team in the role of **Training & Development Coordinator** in the **Talent Acquisition & Development Department** of our **Employee & Corporate Services Division**.

Job Location: Corporate Headquarters, Belize City

Duties:

- Develop a companywide training plan in accordance with training needs identified in consultation with senior management, review employee development plans, and training needs identified through our performance management system.
- Assist in designing, implementing, and monitoring training curriculums for all certification programs in the Company (e.g. Apprentice Program), and coordinate the evaluation and updating of these curricula as required.
- Assist in managing the Company's Succession Planning program by coordinating with the Performance Management Coordinator in establishing development plans and identifying, tracking and assessing potential successors and development needs.
- Prepare Training Budget for the overall Company as per the approved training plan.
- Establish and implement individualized development plans for employees on probation, successful and unsuccessful internal candidates as well as training needs identified through our performance management system.
- Organize and manage the Company's Education Assistance program on an annual basis.
- Establish/maintain relationships with foreign and local training institutions and manage training services contracts.
- Generate training reports and make recommendations for improvement.
- Keeping abreast of new technologies and methodologies in workplace learning.
- Support the Company's safety and environmental initiatives, execute relevant safety and environmental action plans and activities, and ensure compliance with national safety and environmental regulations applicable to the area of responsibility.
- Participate in developing department goals, objectives and systems.
- Support in the revision or development of process flows and policies for the Talent Acquisition and Development Department.

- Identify trends that could impact organizational objectives and/or operational resources and make appropriate recommendations to Management.

Education and Experience:

- Bachelor's Degree in Human Resources or Business Administration or a related field.
- Minimum of three (3) years' work experience in a related field.
- Experience in developing training and development programs will be considered an asset.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent leadership and interpersonal skills
- Strong presentation skills
- Action and results-oriented
- Strong organizational and detail-oriented skills
- Strong analytical and problem-solving skills
- Ability to evaluate and research training options and alternatives
- Ability to design and implement effective training and development
- Ability to be equitable, confidential and consistent in situations
- Ability to build and maintain positive relationships internally and externally
- Ability to coach employees and management through complex and difficult issues
- Proficient in the use of Microsoft Word, Excel, Outlook and Presentation application

Salary: In accordance with the Company's salary structure.

Submit application letter along with curriculum vitae, copy of degrees and certificates including transcript(s) and two (2) recent professional letters of recommendation via email to:

Email address: **career.opportunity@bel.com.bz**

Email subject: **Application – Training & Development Coordinator**

Addressed to: **Manager, Talent Acquisition and Development**

Deadline: **Friday, April 12, 2024**

Only electronic applications are being accepted at this time.

For more information or queries, call us at 227-0954 Ext. 2901.