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Metropolitan Life: Learnerships 2023 / 2024 Apply Now

Description

Metropolitan Life: Learnerships is in search of a dynamic Learning and Development Coordinator to play a pivotal role in the planning, execution, and evaluation of learnership programs. The successful candidate will collaborate with internal teams, external partners, and learners to ensure the successful implementation and progression of our learning initiatives.

Responsibilities

- Design, develop, and implement effective learnership programs aligned with organizational objectives and industry standards.
- Coordinate and facilitate onboarding processes for learners, ensuring a smooth transition into the program.
- Collaborate with subject matter experts to create curriculum materials, training modules, and assessments.
- Monitor learners' progress, provide guidance, and conduct regular evaluations to track performance and program effectiveness.
- Maintain accurate records, compile reports, and ensure compliance with regulatory standards.
- Act as a liaison between learners, mentors, trainers, and management to address queries and facilitate communication.
- Identify opportunities for program improvement and innovation, integrating feedback from stakeholders.

Qualifications

- Bachelor's degree in Education, Human Resources, Business Administration, or a related field. Relevant work experience may be considered in lieu of a degree.
- Proven experience in coordinating or administering educational or training programs.
- Strong understanding of adult learning principles, curriculum development, and instructional design methodologies.
- Excellent organizational, communication, and interpersonal skills.
- Proficiency in learning management systems (LMS) and Microsoft Office Suite.
- Ability to work collaboratively in a team-oriented environment and manage multiple tasks efficiently.
- Knowledge of regulatory requirements and compliance related to learnership programs is a plus.

Job Benefits

- Competitive salary package
- Comprehensive health and wellness benefits
- Opportunities for career growth and professional development
- A supportive and inclusive work environment focused on learning and

Hiring organization

Metropolitan Life

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

March 24, 2024

Valid through

23.11.2024

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Contacts

To apply for the Learning and Development Coordinator position at Metropolitan Life: Learnerships, please submit your updated resume and a cover letter highlighting your relevant experience and qualifications to info@metropolitan.co.za. Please ensure to include "Learning and Development Coordinator Application – [Your Name]" in the subject line.