



LIQHOBONG MINING DEVELOPMENT COMPANY (Pty) Ltd

Organisational Learning and Development Officer

Lihobong Mining Development Company (Pty) Ltd, a subsidiary of Firestone Diamonds PLC, invites suitably qualified competent and energetic Basotho to apply for the vacant position of **Organisational Learning and Development Officer**.

Job purpose

To provide support to the business in designing, sourcing, implementing and managing systems and processes that enable best organisational and employee development practices and a learning culture; including planning, coordinating and directing organisational, management and employee development programs to help meet organisational objectives.

In addition, the ideal candidate would partner with management across the organisation to support strategic organisational and departmental talent management objectives.

Responsibilities

Under the direct supervision, of the Group Human Resource Manager, the incumbent will carry out the following duties and responsibilities;

- Supports specific performance improvement initiatives through the implementation of a new behavioural competency framework and 360 degree feedback process;
- Performs needs analyses and reviews resources to ensure that learning and development resources exist or are developed to support organisational learning needs;
- Works with all levels of management to determine core competencies required for key positions in the organisation and identify specific resources to ensure acquisition and maintenance of those competencies;
- Establishes an in house employee training system that addresses company training needs including new employee onboarding, management development, production cross training and the measurement of training impact;
- Drives fast adoption of changes that affect employees in the organisation to increase value creation and benefit realisation;
- Assists with employee communication and feedback using appropriate avenues;
- Monitors the organisation's culture so that it supports the attainment of organisational goals and promotes employee satisfaction.

Legal and other requirements

- Police clearance and medical examinations of fitness
- Valid driver's license

Qualifications and experience

- 5 years' experience in organisational development and learning;
- Bachelors Degree in Human Resource Management, Organisational Development or equivalent;
- Demonstrated facilitation experience at a senior level;
- Knowledge of organisational development and change management principles, methodologies and tools;
- Proficient computer skills and in – depth knowledge of relevant software such as MS Office Suite;

Skills and competencies

- Excellent organisational and planning skills;
- Exceptional communication skills, both oral and written
- Problem solving and root cause identification skills
- Excellent active listening skills
- Ability to establish and maintain strong relationship
- Confidentiality

Attributes

- Consistent with principles of correct moral conduct;
- Must be a team player and able to work collaboratively with and through others;
- Ability to influence others and move towards a common goal;
- Resilient and tenacious with a propensity to persevere;
- Flexible and adaptable – able to work in ambiguous situations.

Application letters including a detailed curriculum vitae, certified copies of relevant qualifications and reference letters should be submitted to:

The Human Resource Department
Liqhobong Mining Development Company
LCCI Office Complex
Corner Princess Margaret and Orpen Road Maseru.

E-mail: careers@firestonediamonds.co.ls

Closing date for submission of applications is **Friday 19th February 2016 at 16h00**

Start date is 1st June 2016

Disclaimer: Only shortlisted candidates will be contacted