



Government of the Co-operative Republic of Guyana
Environmental Protection Agency



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Job Title:	Learning & Development Officer	Job Code:	HR-LDO
Department/Unit:	Human Resources	Position Type:	Full Time___ Part Time ___ Contractor___ Intern___
Location:	Head Office – Georgetown	Scale Grade:	EP9
Reporting To:	Human Resources Director		
Supervises:	NA		

Overall Objective
The incumbent assists in identifying training needs, developing annual training plans, managing training activities, and assessing the effectiveness of learning interventions to ensure continuous improvement and employee growth.
Duties and Responsibilities
<p>The Learning and Development Officer is responsible for coordinating, implementing, monitoring, and evaluating employee learning and development programmes to support Agency objectives and workforce capability development.</p> <p>Learning and Development Planning</p> <ul style="list-style-type: none"> Assist in conducting training needs assessments. Support the development and implementation of annual learning and development plans aligned with Agency priorities. Maintain a training calendar and coordinate learning activities across departments. Identify suitable training providers, facilitators, and learning resources. <p>Programme Implementation and Coordination</p> <ul style="list-style-type: none"> Coordinate and execute internal and external training programmes, workshops, seminars, and conferences. Prepare training schedules, participant lists, learning materials, and logistical arrangements. Liaise with trainers, consultants, and service providers to ensure effective programme delivery. Ensure compliance with approved training budgets and procurement procedures. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Monitor the implementation of training programme and employee participation. Develop and administer training evaluation tools, surveys, and assessments. Analyze training effectiveness using participant feedback, learning assessments, and performance indicators. Prepare monitoring and evaluation reports and recommend improvements to learning programmes. Track employee training records, certifications, and professional development activities. <p>Learning Administration and Employee Development Support</p> <ul style="list-style-type: none"> Maintain accurate training databases, records, and reports. Generate periodic reports on training expenditure, attendance, completion rates, and outcomes. Ensure training records are updated and retained in accordance with Agency requirements. Support the administration of learning management systems and digital learning platforms where applicable. Provide guidance to employees, supervisors, and Heads on learning and development opportunities. Support initiatives related to succession planning, leadership development, mentoring, and employee career growth. Promote a culture of continuous learning throughout the Agency.



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- Participate in Division planning, budgeting, and reporting processes.
- Contribute to the development of policies, procedures, and standards relating to learning and development.

Requirements

Qualifications:

- Minimum of a B.Sc. in Management/Administration, Human Resources Management, Education or a related field.
- Knowledgeable in adult learning principles and methodologies, performance management and employee development practices.
- Professional Certificate in Learning and Development will be an asset.

Work Experience:

- Minimum of three (3) years of experience in learning and development, human resources, training coordination, organizational development, or a related field at a supervisory level.
- Experience in training programme implementation, monitoring, and evaluation will be an asset.

Competencies:

- Proficiency in Microsoft Office Suite and learning management systems.
- Strong planning, organization and coordination skills.
- Data collection, analysis and reporting skills.
- Problem solving and critical thinking and attention to details.
- Strong communication and presentation skills.
- Facilitation and stakeholder engagement.

Created By:		Date:	
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