

JOB DESCRIPTION
TRAINING AND DEVELOPMENT OFFICER

JOB DETAILS			
Position Title:	Training and Development Officer	Grade	
Department/Division:	Human Resources		
Reports to:	Human Resources Manager		
Supervises:	None		
Last Updated on:	March 18, 2026		

Job Purpose

The Training and Development Officer is responsible for designing, implementing, and overseeing training programs to enhance the skills, knowledge, and professional development of employees within an organization, and employee relations which includes data management on HR systems and reports generating in addition to providing support to other HR areas as needed.

In general, the training and development officer shall help achieving the HR department goals by ensuring maintaining updated information, providing quality HR services to all employees / students and improving overall productivity throughout the university.

General Duties and Responsibilities:

Responsibilities include, but are not limited to:

- Identify training needs through collaboration with department heads, performance evaluations, and analyzing skills gaps within the organization.
- Conduct training sessions, workshops, and seminars either in-person or virtually. Deliver content in an engaging and informative manner.
- Ensure timely preparation of personnel files and proper maintenance of systems and records.
- Assess the effectiveness of training programs through feedback, surveys, and assessment tools. Modify programs as necessary based on evaluation results.
- Suggest new initiatives and activities to enhance employees' satisfaction, engagement and retention.
- Recommend, implement and monitor progress of the annual professional development plans to achieve full attendance, successful completion and maximum return on investment.
- Perform any other related tasks as assigned / needed.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.

Job Qualifications:

- Bachelor's degree in Human Resources Management or equivalent
- CIPD certification is an advantage
- Minimum of 5 years of diversified HR solid experience with at least 2 years in a similar role, experience in higher education field is a plus

- Advanced commutation skills (spoken, read and written) in English and Arabic
- Proven track record interpreting policies and providing consultations to employees and managers
- Advanced knowledge required to analyze, design, develop, implement and evaluate professional development (training) programs for a large organization
- Solid knowledge on organization / grading structures, pay schemes and job evaluations
- Strong presentation, and interpersonal skills
- Strong analytical and problem-solving skills with ability to unravel complex issues and devise solutions
- Ability to work under pressure, multi-tasking and meet deadlines
- Accuracy and attention to details
- Self-driven, motivated, supportive, team player and transparent.

Application Process:

Please email your application to careersdubai@rit.edu. Please submit the following items as part of your application:

- Subject line must include the source, your name and position you are applying for; e.g.: RIT Website –Name – Training and Development Officer
- Resume or curriculum vitae
- Contact information
- A cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements, and how these address the required and preferred qualifications for the position.
- Names, addresses and phone numbers of three references

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted.

For more information please visit RIT Dubai website at www.rit.edu/dubai