

ASSOCIATE RESOURCE DEVELOPMENT

Essential Requirements	
Minimum Academic Qualification:	BBA/BSc or Equivalent
Minimum Professional Experience:	Two Years of Relevant Experience
Job Description	
<ol style="list-style-type: none"> 1. The periodic undertaking of comprehensive market analyses and needs-assessments to develop analytical, qualitative, and statistical briefs and reports on the clients and sectors requiring and/or seeking resource development services, supplemented with rationalized and structured potential and targeted client lists for subsequent pursuit. 2. The development and regular update of a comprehensive resource development and trainings menu, and administrative management of the monthly, quarterly, and annual trainings calendar, ensuring maximum possible utilization of resources and exercising particular caution to avoid any clashes and/or overextension of resources. 3. The identification and propositioning of potential clients for short, medium, and long term training programs, and development of customized proposals for clients based on a customized and targeted analyses of their training needs and requirements. 4. The development, through methodical and structured research, of customized guidebooks, handbooks, and training manuals for all short, medium and long term training programs conceived, designed, and implemented by GNR Consultants. 5. The management and supervision of the implementation of all short, medium, and long term training programs including, but not limited to, content development, negotiations and coordination with, and logistical management for/with client organizations, external firms and professionals, service-providers, suppliers, vendors, and venues, through the development, fostering and ongoing maintenance of long term professional and working relationships on behalf of GNR Consultants. 6. The undertaking and successful completion of any additional and/or ancillary functions and/or tasks that may be assigned by the management and/or supervisors. 	