



## **SMRT Corporation Ltd – Manager, Human Resource Development**

You will ensure that SMRT meets the people-developer standards and champion selected people-developer initiatives such as maintaining quality of training resources, measuring the effectiveness of learning interventions and promoting continuous improvement within the training community. You will also drive selected areas in the review, implementation, and compliance of HRD policies, processes and procedures.

As a key member of the Technical Program team, you will be a strong HRD partner to business unit managers and leaders to help align their training activities to the business; assess, identify, manage and build strong relationships with external training agencies; and be responsible for end-to-end training activities ranging from technical training, COJTC, ATC and ATO enablement.

Along with a team of support staff, you will perform training-programme administration for assigned programmes (including administration in SAP), administer claims & disbursements from various training assistance schemes (e.g. SDF, SRP), and provide guidance to the staff to ensure quality and timeliness of work, and continuous team engagement.

### **Requirements:**

Minimum Bachelor's Degree in a relevant discipline, with at least 4-5 years of relevant HRD experience. ACTA preferred. Preferably bilingual in English and Mandarin.

Good understanding of Learning & Development fundamentals (principles, concepts, philosophy) and administration. Able to identify, implement, measure and review learning initiatives that align strategically with business goals and enhance people-development objectives.

Familiar with training market and has broad base skill-set spanning a solid understanding of training program management. Experience and ability to source, assess, manage and build strong relationships with external training agencies, to implement learning initiatives. Adequate knowledge of curriculum development and delivery.

Preference will be given to those who have prior experience in handling the above functions. You should also be a team player with good people-management skills, meticulous, organised, and possess excellent interpersonal and communication (verbal and written) skills.

### **Human Resource Division**

SMRT Corporation Ltd  
251 North Bridge Road  
Singapore 179102  
Republic Of Singapore  
Tel - 6331 1000  
Fax - 6334 0247  
Email - [talentmgt@smrt.com.sg](mailto:talentmgt@smrt.com.sg)

All materials will be kept in the strictest confidence. Only shortlisted candidates will be notified.

*Have a question or comment about the site? Drop us a line at Customer Relations or call 1800 3368 900. Our Customer Relations representatives are available to answer your questions and help you find what you need.*