

Job Description

Position: Sr. Executive / Assistant Manager – Training & Development

Department: Training & Development

Reports To: Senior Manager – Training & Development

Location: iCEM Office or as required by the organization

Transport: Daily Pick up and Drop from Ahmedabad is available to iCEM employees

About iCEM

iCEM is an autonomous institution established by the Government of Gujarat under the auspices of the Gujarat Mineral Development Corporation. With a vision to be India's leading institute for enabling sustainable mining from societal, environmental and commercial standpoints, iCEM aims to catalyse growth of the mining sector, helping it become more efficient, safe and sustainable.

Recognising the ever-evolving mining landscape and its impact on both economic growth and the environment, iCEM adopts a comprehensive approach that encompasses capacity building and skill development, developing knowledge resources, evaluating best-in-class technologies, validating breakthrough innovations for adoption in GMDC, and forging strategic collaborations with reputed national and international institutions.

Address:

Opp. Kensville Golf Resort,

Devdholera Village,

Off. Bavla - Rajkot Highway,

Ta: Bavla, Dist.: Ahmedabad,

Gujarat (India) – 382 240

This is contractual position initially for a period of 3 years extendable based on performance. Position will be based at iCEM Dev Dholera Campus, Ahmedabad.

Role Purpose

The **Assistant Manager – Training & Development** supports the design, coordination, and execution of capability development initiatives aligned with organizational and client needs. The role focuses on supporting competency framework implementation, conducting training needs analysis, coordinating training programs, and assisting in learning content development and delivery.

The position works closely with the Senior Manager to translate business requirements into learning interventions and ensures smooth execution of training programs through effective coordination, stakeholder engagement, and operational excellence.

Key Responsibilities

1. Competency Framework Implementation

- Support the implementation of competency frameworks across roles and functions.
- Assist in competency mapping and documentation of role-based capability requirements.
- Support identification of capability gaps through data collection and stakeholder inputs.
- Maintain competency databases and assist in updating frameworks as required.

2. Training Needs Analysis (TNA)

- Assist in conducting TNA through surveys, interviews, and data analysis.
- Compile and analyse inputs to identify key learning requirements.
- Support development of learning plans aligned with business priorities.

3. Training Calendar Planning & Execution

- Support development and tracking of the annual training calendar.
- Coordinate scheduling of training programs with internal stakeholders and trainers.
- Manage logistics including venue, materials, participant communication, and attendance tracking.

4. Client and Stakeholder Coordination

- Coordinate with internal stakeholders and clients to support training delivery.
- Assist in managing relationships with trainers, consultants, and training partners.
- Ensure effective communication and follow-ups for program execution.

5. Learning Program Design & Content Development

- Assist in developing training content in collaboration with subject matter experts.
- Support creation of presentations, case studies, and learning materials.
- Ensure content is structured, practical, and aligned with learning objectives.

6. Training Effectiveness and Learning Analytics

- Collect and compile training feedback and assessment data.
- Track participation, completion rates, and basic effectiveness metrics.
- Analyse and prepare reports and dashboards to support learning insights.

Stakeholder Interfaces

Internal

- Senior Manager – Training & Development
- Business Unit Teams
- HR Business Partners

External

- Academic Institutions, Training Experts and Consultants
- Clients

Key Competencies

- Strategic Mindset
- Operational Excellence
- Stakeholder Management
- Customer Orientation
- Sustainability Focus
- Pioneering Spirit
- Effective Communication

Qualifications

- Master's / Bachelor's degree in Management (HR preferred), Organizational Development, Psychology, or related discipline.

Experience

- 6–7 years of experience in Learning & Development, Training Coordination, or Talent Development roles.
- Exposure to training program execution, TNA, and content development.
- Experience working with internal stakeholders and external trainers/consultants.
- Prior experience in competency frameworks or structured L&D environments is preferred.

Key Success Indicators

- Timely and efficient execution of training programs
- Accuracy and quality of training coordination and reporting
- Participant feedback and satisfaction scores
- Quality and usability of learning content developed
- Effective stakeholder coordination and support