

WE ARE HIRING!



JOIN OUR GROWING TEAM AS LEARNING AND DEVELOPMENT OFFICER (MANILA-BASED)

JOB SUMMARY:

The L&D Officer is responsible for providing content development and design support to the L&D Manager. The role is also in charge of the department's administrative tasks, monitoring training tracker, arranging schedules and documentation of learning and development activities of the department/organization.

QUALIFICATION:

- Bachelor's degree in communication, development studies, education or other related disciplines.
- Fluent in verbal and written English.
- Proficiency in using computer and digital platforms such as but not limited to: Google Workspace, Learning Management System (Google Workspace), and/or digital learning tools.
- Adult Learning experience, facilitating, and training skills are desirable but not required.
- Strong Christian values is a must.

JOIN NOW



SEND YOUR CV TO OUR EMAIL

helennegrace.pelias@caremin.com /
hr.philippines@caremin.com



For further details,
kindly reach out via the
email address provided.

INTERNATIONAL CARE MINISTRIES