

Job Description Form

1. Position Identification

Position Title	Training Officer
Qualification	B.Ed. with Dessup Training
Work Experience	Minimum of 5 years in related field
Country	Bhutan
Company	Jachung Security Services Pvt.Ltd
Location	Thimphu
Salary	Nu. 20,000 Plus based on experience

TOR for Training Officer

1. Assist Manager Training to conduct Basic, Refresher, Specialized and Managerial courses.
2. Ensure high level of discipline of the students at all times
3. Ensure adherence to Operation Manuals of the Company
4. Under take any other assignment allocated to you from time to time
5. Ensure to conduct refresher training and promotion test as per the guide lines given to you
6. Ensure adherence to discipline norms of the company
7. Enhance knowledge pertaining to security aspects
8. Assist Manager Training to produce quality product
9. Assist Manager Training to keep up to date training materials
10. Assist operation Department as and when required
11. Initiate training program and develop ideas which are best to render quality service to the clients within the frame work of the company policy.
12. Recruitment to be done in consultation with HR Dept and as per yearly schedule
13. Looking after administrative work during training period
14. Conducting of refresher course to senior frontline employees in a timely manner
15. Provide basic course to the new recruits

16. Compilation of all relevant training documents / Materials up to date
17. Initiate training program by which quality guards can be produced
18. Carrying out other duties as assigned by the Head