

SAMOA WATER AUTHORITY

Position Description

Position Title:	Senior Training Coordinator
Salary Grade/Rate:	Grade 6 (\$34,600 - \$46,361 per annum)
Responsible to:	Team Leader – Human Resource Management
Division:	Corporate Management

Position Overview:

Under the guidance of the Team Leader – Human Resource and Professional Development, the Senior Training Coordinator is responsible for building and supporting a skilled, motivated, and capable workforce to help SWA meet its corporate goals. The Senior Training Coordinator serves as the central point of contact for all training-related matters within the organisation and will also co-ordinate a network of in-house trainers and, over time, will build his/her own facilitation and training course delivery skills. The essence of this role is the effective administration, coordination, and successful implementation of SWA's training and development plans.

Duties & Responsibilities:

1. Conduct regular Training Needs Analyses (TNA), skills audits, and consultations with Divisions to identify current and future training needs.
2. Develop, implement, and report on the SWA Annual Training Plan, aligned to corporate goals and staff development priorities.
3. Maintain accurate and up-to-date training records, including attendance, individual training histories, and skills profiles.
4. Organise and manage all logistics for local and overseas training programs, including venues, travel arrangements, materials, and equipment.
5. Build and coordinate a network of in-house trainers and source qualified external training providers when necessary.
6. Conduct core training programs within own area of expertise.
7. Identify new training avenues and provide guidance and advice to Managers staff on relevant training opportunities and development pathways that support performance and career growth.
8. Evaluate training programs and monitor outcomes to ensure effectiveness and continuous improvement.
9. Actively seek opportunities to grow professionally in training, course design, and facilitation.
10. Develop, and keep up-to-date, the Employee Development policies and procedures section of the HR Policies & Procedures Manual.
11. Oversee and care for training equipment and resources.
12. Provide support to the Team Leader – Human Resource and Professional Development as required from time to time.

Position Requirements:

- Minimum qualification of a Bachelor of Arts majoring in Management, Human Resource or relevant field from a recognised institution. (Essential)
- Must have at least **3 years of relevant experience** in training coordination, learning and development, or a similar role. (Essential)
- Strong Planning, Organization and Analytical skills. (Essential)
- Familiarity with adult learning principles, course design, and blended learning methodologies. (Desirable)
- Proficiency in Microsoft Office and Learning Management Systems (LMS) or equivalent platforms. (Essential)
- Strong written and verbal communication skills in both English and Samoan is an advantage. (Essential)
- Experience working with public sector institutions, donor-funded programs, or regional training providers is highly desirable.
- Honest and self-motivated with the ability to progressively build own skills to co-ordinate and deliver training, including the acquisition of formal qualifications. (Essential)
- Excellent customer service/public relations skills. (Essential)