



Revision Date:

Position Title	: Engineering Support Administrator - Training	Job Grade	: E6/E5
Division	:	Department/Unit	: Engineering

A. JOB PURPOSE:
(Helps to define purpose of job)

Engineering Support Administrator – Training is responsible for arranging and coordinating training for all staff under Engineering Department.

B. JOB SUMMARY/KEY RESPONSIBILITIES:
(Functions of positions – please provide 3 to 8 key accountabilities)

1. Records training activities in a systematic manner as per requirements of the Engineering Manual Volume 5 (Training), Training Procedures Manual (ETPM)
2. Provide effective administrative support to the Engineering Standards and Training Manager, Engineering General Manager, and other departmental heads as required.
3. Produce ESTD Training Reports activity report on weekly and monthly basis.
4. Update and maintain the Training records on a regular basis, achieving archiving files as appropriate.
5. Review the training data in Q-Pulse on monthly basis and advise ESTM of any training lapse or close to lapse in less that a month.
6. Manage and maintain in-house training facilities and equipments.
7. Together with the ESTM and Instructors, develop the annual Training Calendar and update the calendar accordingly with approval from the ESTM. Distribute the latest revision of Training Calendar to relevant departments.
8. Plan and organizes training programs, seminars, and conferences for all level of engineering personnel.
9. Prepares and distributes training aids such as instructional material, handouts, evaluation forms, and visual aids; sets up audiovisual equipment and makes presentations when necessary.
Contact attendees and department representatives about the training program.
10. Schedules the appropriate classroom and prepares the physical setup
11. Coordinate with relevant organisation/department/section in order to compile the training participant list and initiate the training invitation prior to the commencement of the planned training session.
12. Ensure safe-keeping of original training certificates (hardcopy format) received directly from the training providers or handed over by the participants after any external training organised by ESTD.
13. Arrange to return all the hardcopies of training certificate to staff that are approved to obtained it due to resignation or retirement, subject to approval by HOD and HR clearance.
14. Monitor the ESTD yearly budget and assist ESTM in formulating the future budgetary requirements.
15. Process the incoming invoice and monitor payments to the training providers.
16. Any other duties as are within the scope, spirit, and purpose of the job, the title of the posy, and its grading as requested by the Engineering Standards and Training Manager or Engineering General Manager.

C. POSITION SPECIFICATIONS
(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates	Essential :	• Diploma / Bachelor's Degree or equivalent
	Preferred :	• Diploma / Bachelor's Degree in Financial Economics / Business Studies / Administration / Management
Experience / exposure	Essential :	• At least 2 years experience in organizing training
	Preferred :	• Junior Executive specializing in Training Administrator

D. COMPETENCIES



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Knowledge & skills required :	<i>General :</i>	<ul style="list-style-type: none"> • Excellent communications skills • Fluent written & spoken English • Must be a self starter and willing to take the initiative • Experience with Microsoft office application
	<i>Technical:</i>	<ul style="list-style-type: none"> • Having technical knowledge and experience in aviation management and aircraft maintenance is an advantage.
Personal Attributes :		<ul style="list-style-type: none"> • Good communication and organization skills • Good of spoken and written English. • Reliable and punctual. • Discretion, a friendly, sympathetic/reassuring manner

E. KEY CHALLENGES

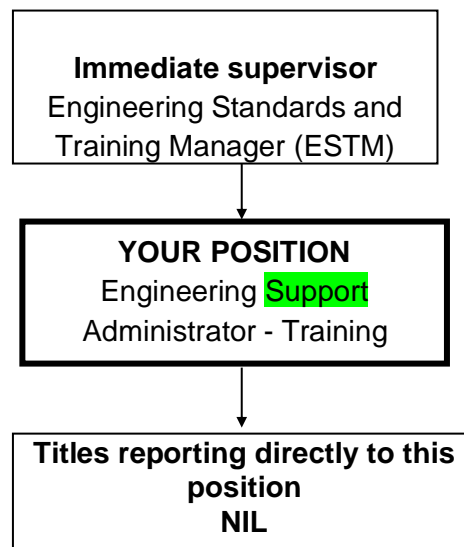
To align training needs for engineering department's personnel with Engineering code of conduct.

F. DIMENSIONS / AUTHORITY LIMITS

(e.g.: CAPEX, OPEX, revenue / budget)

G. REPORTING STRUCTURE

(Direct report / superior / peers within department)





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PREPARED BY:		REVIEWED BY:	
Signature	:	Signature	:
Name	:	Name	:
Date	:	Date	:
APPROVED BY:		ACCEPTED BY:	
Signature	:	Signature	:
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