

21<sup>st</sup> August 2019

*“With over 210 years of history and memories to last a lifetime”, so say travel critiques from around the world who has experienced the mystical wonders of the Mount Lavinia Hotel.*

*Mount Lavinia Hotel is the preferred choice for weddings, conferences and for the celebration of important events.*

We have a vacancy for a;

## **LEARNING & DEVELOPMENT MANAGER**

The ideal candidate will be responsible for managing the Hotel’s Learning & Development department, including developing a team of qualified trainers and to establish a system for generating training data and evaluating results. The Learning and Development Personnel’s position impacts on the skills, knowledge and attitudes of every Hotel employee. The position also plays a leading role in promoting the desired work culture in acquiring the objectives of the Mount Lavinia Hotel Group.

Responsibilities:

- Assess current and future learning and development needs for the Hotel, deliver programmes and evaluate the effectiveness of training delivered by Managers and Supervisors.
- Conduct a ‘Colleague Development Needs’ analysis and prepare an Annual Learning & Development Plan and budget accordingly.
- Create and implement training sessions that are aligned to the company’s business goals.
- Proactively shape a service-oriented culture by measuring and monitoring guest feedback and establish effective means of communicating this to the Management and other colleagues.
- Assist in the selection of Departmental Trainers, train and develop them through ongoing workshops etc.

Qualifications required:

- Have at least 3-4 years experience in a similar job in a star class hotel.
- Professional qualification in HR from a recognized institute.
- Possess excellent presentation skills and have a passion to impart knowledge & skills.
- Be an excellent communicator in both English & Sinhala.

**An attractive salary plus service charge and other facilities (Insurance, food and beverage & laundry allowance) are on offer for the selected candidate.**

Please forward your curriculum vitae with contact details of two non-related referees, copies of all relevant certificates, a passport sized photograph within 10 days of this advertisement to;

### **HEAD OF HUMAN RESOURCES**

Mount Lavinia Hotel  
100, Hotel Road, Mount Lavinia  
E-mail : [careers@mountlaviniahotel.com](mailto:careers@mountlaviniahotel.com)

