



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: GHR Learning & Development Manager

Job Location: Shenzhen, China

Reporting to: Associate Director of Global HR

Subordinate: no supervisory responsibilities

Business Travel Needs: requires up to 30% of time.

Position Objective

The incumbent is responsible for managing knowledge and improving the productivity and performance of employees in the organization. This incumbent needs to develop L&D policies, guidelines and framework for addressing global-wide developmental needs; to drive training initiatives, to proactively search and implement training methods at a global level; to creatively design and manage knowledge contents based on best business practices across regions.

The incumbent works with the regional HR teams, training teams, and business leaders across all regions.

Major Responsibilities

1. **Strategy:** Assist to create and execute global learning strategies, framework, and metrics for measuring success;
2. **Policy:** Develop and maintain global training policies and documents;
3. **Plan:** Evaluate individual and organizational development needs, provide L&D consultation to senior leadership team;
4. **Research:** Search and implement various learning methods companywide such as coaching, mentoring, job-shadowing, online training;
5. **Develop:** Identify and develop competency model for the whole company;
6. **Deliver:** Design and deliver learning courses including but not limited to business best practices, competency, and critical skills globally;
7. **Knowledge:** Obtains and /or develops effective training materials utilizing a variety of media; work with HRMs across countries to collect business knowledge gained and use it to build a business knowledge database for reproducing internal training courses.
8. **Manage:**
 - a. Develop and drive Internal Trainer programs through "TTT" projects across countries;



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- b. Manage e-learning platform and contents, track completion rate for lessons and measure results;
 - c. Develop and maintain organizational communications such as global news updating, composing town hall global slides;
 - d. Manage training service providers as and when needed.
9. **Report:** Conduct reports and training analysis based on needs to support management decision making and measuring training Rols.

Qualifications

1. Bachelor's degree or above in Human Resources Management or relevant majors;
2. 5+ years professional learning and development experience;
3. Solid understanding different training methodologies and technologies;
4. Rich experience in project management and implementation;
5. Experience designing and implementing scalable processes and technical solutions to drive L&D programs and measuring Rols; Good experience in managing digital tools;
6. Strong business acumen, be able to manage business knowledge through designing contents by picking up business ideas and best practices;
7. Demonstrated ability to connect with employees from various levels in the organization;
8. Effective communicator. Models active listen. Effective with group and platform presentations, especially to work team audiences. Writes effective e-mails and other correspondence;
9. Willingness to take on what needs to be done, innovative problem-solver.
10. Fluent English and Mandarin, respect culture difference, love adventures and willing to explore new challenges.

How to Apply

Please submit an resume in both English and Chinese to resume@dlight.com

Compensation

Competitive, Negotiable, as per prior experience of candidate.

About d.light

d.light is a global leader and pioneer in delivering affordable solar-powered solutions designed for the two billion people in the developing world without access to reliable energy. d.light provides distributed solar energy solutions for households and small businesses that are transforming the way people all over the world use and pay for energy. Through four hubs in Africa, China, South Asia and the United States, d.light has sold over 20 million solar light and power products in 65 countries, improving the lives of over **91 million people**. d.light is dedicated to providing the most reliable, affordable



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and accessible solar lighting and power systems for the developing world and reaching 100 million people by 2020.

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