

We are looking for an experienced professional

Manager – Learning & Development (Training Manager)

United Finance PLC is a publicly listed company formed under Financial Institutions Act of Bangladesh. United Finance started its journey as a Non-Banking Financial Institution in 1989. United Finance is looking for a dynamic and hardworking professional for the position of Training Manager (Learning & Development).

KEY RESPONSIBILITIES

- Conduct structured Training Needs Analysis (TNA) in coordination with department heads, linking identified skill gaps with performance evaluation outcomes.
- Design and develop learning & development programs tailored to the needs of different departments and employee levels.
- Coordinate and deliver training sessions, either directly or through external trainers. Ensure all programs comply with regulatory, governance, and organizational standards,
- Measure the effectiveness of training programs using defined KPIs and assess their impact on employee performance, productivity, and competency enhancement.
- Support managerial capability building and leadership development by structured coaching and learning initiatives.
- Oversee the training budget, ensure cost-effective utilization of resources, and monitor training expenditures.
- Prepare training reports and dashboards for management review, tracking training coverage and effectiveness.
- Ensure that all mandatory and regulatory training requirements are fulfilled and properly documented. Maintain accurate, audit-ready training records and databases.
- Lead and guide the teams of trainers, ensuring high-quality delivery and continuous professional development of trainers.

EXPERIENCE REQUIREMENTS

- Minimum 10–12 years of progressive experience in Learning & Development, Training, or HR functions
- Proven experience in Training Needs Analysis, training design, delivery, and evaluation
- Hands-on experience in developing and implementing training strategies aligned with organizational goals
- Experience in managing training budgets, vendors, and external training partners
- Strong exposure to training analytics, reporting, and performance impact measurement
- Experience in regulatory and compliance training (e.g., AML/CFT, governance training) will be an advantage
- Prior experience in Banks, NBFIs, or Financial Institutions is preferred

ADDITIONAL RESPONSIBILITIES

- Stay updated with modern methodologies and digital tools
- Support organizational change initiatives through targeted learning interventions
- Align L&D initiatives with talent development and succession planning strategies

KEY COMPETENCIES

- Strong understanding of L&D frameworks
- Knowledge of TNA and instructional design
- Familiarity with regulatory training requirements
- Analytical mindset with reporting capability
- Strong communication and stakeholder management skills
- Leadership and team management capability

EDUCATION

- Minimum Bachelor's degree in Human Resource Management, Business Administration, or related field.
- MBA or advanced degree preferred.

JOB LOCATION

- Dhaka, Head Office

JOB GRADE

- Commensurate with experience

REMUNERATION & BENEFITS

- Salary (negotiable)
- All other benefits will be applicable as per company policy

APPLICATION PROCEDURE

- Interested candidates, who fulfill the eligibility requirements, are encouraged to apply by May 19, 2026 at recruitment@ufplc.com