



About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

Location : Singapore

Job Description

The Learning & Development Manager will oversee overall training and development programmes of the company and continuously upgrade the knowledge and competence of the company's workforce to world class standards. The L&D Manager will represent the company, in conjunction with the government, in developing and promoting industry-wide training programmes for the process industry. Besides, this role will manage performance management lifecycle.

Principal Accountabilities

- Formulate training objectives, policies, desired standards of knowledge and skills for employees to ensure competency and consistency in performance.
- Identify company-wide learning & development needs and develop implementation strategies to deliver relevant programs.
- Manage performance management lifecycle - from training, goal setting, reviews, to year end evaluation.
- Lead talent management and succession planning process and provide solution to business stakeholders.
- Develop and deliver leadership development program for leadership career planning.
- Deliver training programs/courses/workshops.
- Review competency mapping to meet the skill requirements and match training initiatives to equip the workforce with the relevant training.
- Plan, organize, coordinate and conduct industry-wide skills training programmes.
- Manage L&D budget.
- Review, update and assess the effectiveness of the training plan, training programmes and courses, and takes action to revise and improve future programmes and courses.



Requirements & Professional Skills

- Full ACTA or WSQ certification in Adult Continuing Education
- WSQ Advanced Certificate in WSH or relevant certifications pertaining to Training
- Experience in curriculum design, development and delivery
- Well versed in MS Office application
- Ability to drive positive change
- Strong leadership qualities and proven interpersonal influencing skills
- Good analytical and conceptual skills

Our Core Values

Safety

To put the safety of our staff above all.

Quality

To strive for continuous quality improvement in all that we do.

Customer Focus

To achieve total customer satisfaction by flawlessly delivering customer wants.

Leadership

To be a world-class leader in every aspect of our business.

Teamwork

To encourage cooperative efforts at every level and across all activities in our company.