

JOB PURPOSE & SPECIFIC RESPONSIBILITIES

Manager – DGR will be responsible for devising an overall development strategy for DGR training for the company and its employees, and for being able to show that there will be a commercial return on any investment made.

He /She will be responsible for getting the necessary approval from DGCA to conduct DGR training internally and to identify the training and development requirements.

He/ She will oversee DGR training programs, staff, and budgets.

He/ She has to work with the Training Team to identify and match training priorities with overall business goals. They also prepare training budgets and ensure that expenses stay within budget.

Specific Accountabilities – In Areas (Accountabilities include but not limited to) :

- Develop and maintain training materials, including videos, demonstration materials, presentations, handouts, etc., ensuring they are up to date.
- Prepare and update essential training documents such as DGR training manual, exercises, handouts, question papers, attendance sheets, course evaluation forms, and certificates.
- Maintain a complete record of training participants, including registration, attendance, category of training, examination results, and recurrent training due dates.
- Will require to Pass the IATA DGR Instructor course for conducting DGR training.
- Will be required to clear an interview and viva assessment conducted by DGCA.
- Assess participants through written and skill assessments.
- Coordinate with the Learning & Talent Development team for timely submission of assessment results and the preparation and distribution of certificates to successful participants.

EDUCATIONAL QUALIFICATIONS

- Relevant qualifications in Training, Education, Counselling, Social Work, Psychology and other related fields.
- A minimum of a graduate degree, preferably with a background in Physics and Chemistry at the 10+2 level.
- Well-rounded civil aviation experience in ground handling operations including passenger and baggage handling, cargo operations, and ramp operations would be an added advantage.

RELEVANT EXPERIENCE

- Minimum of 10 years' experience in the cargo or relevant field and in similar capacity.
- Experience in handling and acceptance of Dangerous Goods.
- Experience in delivering Cargo trainings desired
- Proficiency in Microsoft PPT, Excel, Word etc.
- Strong organizational, communication, and leadership skills.
- Commitment to maintaining high safety standards and compliance with DGCA regulations.
- Willingness to travel for conducting trainings (Mandatory)

PERSONAL CHARACTERISTICS & BEHAVIOURS

- Visibly ethical - able to engage and influence others as a mentor in the field, upholding professional ethics and Organization’s core values.
- Business Acumen – an ability to develop, report on and achieve the goals of a business plan. An ability to engage with stakeholders and secure new business.
- Credibility in the sector – demonstrate a credibility in the aviation training sector as Senior Manager, Learning and Development promising to deliver quality trainings contributing to success of the partner airlines.
- Leadership –manage and develop an integrated training team, provide advice and work collaboratively with both internal and external stakeholders.
- Communication – Able to communicate effectively, the vision for the development of Organization training and education to colleagues and sector stakeholders.
- Self-awareness – Ability to monitor, understand and regulate personal responses to others. Able to build and maintain respectful professional relationships with stakeholders at various levels.
- Flexibility – Ability to work diligently towards success.

Reporting Officer	
Signature of the Employee/Date	