

Job Title:

Organization and Talent Development Specialist

Location:

KSA

Job Purpose:

The Organization & Talent Development Specialist will be responsible for designing, implementing, and managing organizational development initiatives, employee training programs, and talent management strategies. To focus on improving workplace culture, employee engagement and overall workforce capability to align with the company's strategic goals.

Key Responsibilities:

Organizational Development (OD):

- Develop and implement OD strategies to enhance organizational effectiveness.
- Conduct organizational assessments and recommend improvement plans.
- Lead change management initiatives to support business transformation.
- Design and implement leadership development programs.
- Work on succession planning to ensure leadership pipeline readiness.

Talent Development & Training:

- Identify training needs through performance evaluations and employee feedback.
- Design and deliver training programs, workshops, and coaching sessions.
- Evaluate the effectiveness of learning and development (L&D) initiatives.
- Partner with department heads to create career development pathways.
- Manage e-learning platforms, external training vendors, and certifications.

Employee Experience & Engagement:

- Implement initiatives to improve employee engagement and workplace culture.
- Design and oversee mentorship and coaching programs.
- Support employee well-being and work-life balance programs.
- Conduct employee satisfaction surveys and develop action plans based on results.



Performance & Talent Management:

- Work with HR to enhance performance management processes.
- Develop and implement competency frameworks for employees.
- Support talent identification and high-potential employee programs.
- Provide guidance on career development and internal mobility.

HR Collaboration & Policy Development:

- Collaborate with HR teams on workforce planning and organizational restructuring.
- Ensure HR policies and OD strategies align with company objectives.
- Support DEI (Diversity, Equity, and Inclusion) initiatives.
- Keep up with HR trends, best practices, and learning technologies.

Key Requirements & Qualifications:

- Education: Bachelor's or Master's degree in HR, Organizational Development, Business Administration, or a related field.
- Experience: Minimum of 3-5 years (for Specialist) or 5-8 years (for Manager) in OD, Learning & Development, or Talent Management.

Skills & Competencies:

- o Strong knowledge of OD models, change management, and HR best practices.
- o Experience in developing and delivering training programs.
- o Excellent communication, facilitation, and coaching skills.
- o Ability to analyze data and create strategic improvement plans.
- o Proficiency in HRIS, LMS, and digital learning tools is a plus.

Key Performance Indicators (KPIs):

- Employee engagement & satisfaction scores.
- Training program effectiveness & completion rates.
- Retention of high-potential employees.
- Successful implementation of OD initiatives.
- Improvements in leadership and employee performance.