

# THRIVING IN CHANGE



**NEXT Campus** is a leader in Masters Education focusing on Industry Specific Skills and engaged in Executive Education and Consulting. We are looking for capable people to join us to support further expansion and growth.

At NEXT Executive Education, we are committed to helping businesses and corporates develop innovative, learning-focused capabilities essential for future success. Our corporate training programmes emphasize people-centric leadership, continuous learning, and cutting-edge innovation. With a focus on high-impact results, we aim to create engaging and collaborative programmes to develop leaders and support corporates to navigate and grow in the dynamic business landscape.

## EXECUTIVE EDUCATION Manager / Assistant Manager

### RESPONSIBILITIES

- **Planning:** Manage the NEXT Executive Education calendar including scheduled and customised programmes to meet the needs and timelines of our corporate clients
- **Delivery:** Maintain high standards in all aspects of programme delivery, including coordination, logistics, materials, learning management systems and training records. Ensure effective coordination and execution to meet client expectations
- **Design and Development:** Collaborate with faculty and subject matter experts to develop and update engaging training content in line with training needs, learning outcomes and continuous improvement practices.
- **Client Relationships:** Build and maintain strong corporate client relationships to understand training needs of clients and propose solutions to meet these needs. Develop new relationships to extend the scope of our current programmes.
- **Quality and Continuous improvements:** Conduct training needs assessments to identify skill gaps and develop tailored training solutions. Evaluate the effectiveness of training programmes through feedback and performance metrics, and ensure participants have a comprehensive and engaging learning experience.

### REQUIREMENTS

- Proven experience in learning & development, consulting services, administration of corporate training / executive education programmes, or business development
- Qualification or Bachelor's degree in Human Resources, Education, Business Administration, or a related field is desirable
- Excellent communication in English, interpersonal skills and presentation skills
- Pro-active and ability to work independently and as part of a team
- A passion to grow within the learning & development area and strong interest in instructional design and adult learning solutions

Send in your resume with an indication of your expected remuneration to [hr@nexteducationgroup.com](mailto:hr@nexteducationgroup.com). Only short listed candidates will be contacted.