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## Manager - Learning & Development

### Manager – Learning & Development

Union Assurance is a leading corporate and one of the fastest growing entities in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates.

#### The Job Role:

The person will be responsible to manage and execute the effective learning and development programs to support the Union Assurance's strategic goal.

#### Principle Accountabilities:

- Facilitate the training needs identification process at different levels (overall company, divisional, individual levels and foreign training)
- Support senior leadership and other stakeholders to identify training needs, develop training plans and evaluate the effectiveness of training initiatives
- Assess and collate the non-behavioral learning requirements from the business and support functions
- Communicate the annual training calendar and make provisions to receive training requests effectively
- Ensure smooth delivery of training programs across the company at right time
- Monitor and evaluate the effectiveness of training programs with respect to objectives
- Maintain records of the training effort to the individual/division for administrative purposes
- Arrange external training vendors and trainers, which was identified at the training needs identification process
- Monitor performance standards to drive operational efficiency
- Manage training programs, workshops, and other learning initiatives, both in person and virtually
- Develop effective training materials utilizing a variety of media
- Deliver behavioral training programs for employees across Union Assurance
- Develop and maintain organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources
- Works effectively as a team member with other members of management and the HR staff.

#### Qualifications and Experience

- 08 – 10 years of overall experience in the learning & development domain with at least 03 – 04 years in a capacity of an Assistant manager.
- A bachelor's degree in management/business administration or any relevant discipline from a recognized University and an MBA or equivalent qualification.
- Full/Part qualification from a recognized professional institute will be an added advantage.
- Hands-on experience and in-depth knowledge in creating and delivering learning and development programs
- Expertise in learning principles and ability to work collaboratively with stakeholders at all levels of the organization.
- Excellent interpersonal communication skills to liaise with internal teams and the external vendors and consultants.
- Strong strategic thinking skills, foster innovation, and build robust networks to drive impactful collaborations and organizational growth

**The candidate selected for the above position will be entitled to an attractive remuneration package. Applicants who are interested are encouraged to apply on or before 28th August 2025**

Union Assurance PLC  
13 Aug 2025



\*By applying, you consent to process your personal information for recruitment purposes and acknowledge that reference checks may be conducted.

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