



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 136-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

TRAINING OFFICER

Salary range: CI\$52,296 to CI\$59,172 per annum

Job Summary: The Cayman Islands Health Services Authority (HSA) is seeking a dynamic and organized Training Officer to support the delivery of learning and development initiatives across the organization. Reporting to the Training and Development Manager, the successful candidate will coordinate, administer, and deliver a wide range of training programs, including mandatory compliance training, employee orientation, professional development courses, internship and volunteer programs, and Learning Management System (LMS) activities. The role requires close collaboration with departments across the Authority to promote continuous learning, maintain training records, support accreditation and compliance requirements, and ensure the effective coordination of educational programs for over 1,300 staff members.

Qualifications and Experience: The successful candidate must possess a Bachelor's degree in Education, Applied Sciences, Health Sciences, or a related field, along with a minimum of three (3) years of relevant experience. The ideal candidate will demonstrate strong organizational, administrative, and communication skills, with the ability to manage multiple priorities and meet deadlines. Proficiency in Microsoft Office applications, particularly Excel, is required. Experience facilitating training sessions and working with Learning Management Systems (LMS) will be an asset.

A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.



SCAN QR CODE TO APPLY

Application Deadline: September 6, 2026

Job Description



Job title	<i>Training Officer</i>	Job Holder	<i>New post</i>
Reports to	<i>Training and Development Manager</i>	Section	<i>Human Resources/T&D</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 136-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

The Training & Development department provides organizational learning, mandatory compliance training, internship and professional development programs, participate in career fairs and conduct onboarding for over 1,300 staff across the organization. The Training Officer supports the Training & Development Manager in administering learning systems, delivering training programs, coordinating and attending events, and maintaining compliance.

Job purpose

Coordinate, administer, and deliver training programs across the organization including mandatory training, new employee orientation, professional development initiatives, certification programs, interns and volunteers programs, and Learning Management System (LMS) for over 1,300 staff and 100 interns and volunteers annually.

Dimensions

The post-holder collaborates with internal departments, coordinates training logistics, and contributes to LMS administration. The Training Officer facilitates course coordination, orientation delivery, and career fair initiatives. The post-holder does not manage a budget but provides input for training resource needs.

Duties and responsibilities

- Manage the LMS including enrollments, course updates, reporting, and troubleshooting.
- Run compliance reports and support audit and accreditation readiness.
- Conduct, plan, coordinate and deliver mandatory training for all staff.
- Coordinate professional development and certification programs such as Phlebotomy, Health Care Aide, Pharmacy Technician, and Dental Hygiene.
- Facilitate 5-day new employee orientation, including preparation of materials and conducting sessions.



- Conduct internship and volunteer orientation sessions
- Coordinate lunch & learns, team-building events, workshops, and other development activities.
- Update VISTA system with staff compliance data.
- Prepare training schedules, attendance records, certificates, and documentation.
- Respond to training inquiries and provide guidance to staff and supervisors.
- Maintain training calendars, training inventories, and program resources.
- Manage supplies and memorabilia inventory for staff materials.
- Perform administrative functions specific to training and development programs
- Manage email inbox for training and development portfolio

Qualifications, Experience & Skills Requirement

Qualifications and experience:

Bachelor's degree in education, applied sciences, or health sciences with three years' experience.

Skills:

- Computer literacy
- Microsoft office proficiency (Excel reports/tracking an asset)
- Strong organizational and administrative skills.
- Strong written and verbal communication skills.
- Ability to coordinate multiple tasks and meet deadlines.
- Facilitation or instructional experience is an asset.
- Experience using Learning Management Systems (LMS) (asset)

Reporting Relationship



Direct reports

The post holder has no direct reports

Other Working Relationships

The post holder is required to work with all staff levels in coordinating and conducting training.

Decision Making Authority and Controls

This position has no supervisory responsibilities

Working conditions

The position requires travel to various locations across the three islands to deliver training. May require overnight stays to facilitate course completion for participants.

Physical requirements

The role requires sitting, standing, demonstration of physical techniques, delivering presentations, and moving between training locations. Moving and handling of training materials is required.

Problem/Key Features

The position can be demanding and requires balancing of simultaneous tasks. The Postholder is also expected to be flexible in taking up additional duties to fulfill operational needs.

Evaluation Metrics

- Timely and accurate Learning Management System administration and reporting.
- Accurate records and reporting of training compliance monthly
- Successful coordination of mandatory training cycles.
- Effective delivery and support of orientation programs.
- Successful coordination and attendance for Career/Health fairs.
- Effective coordination of professional development programs.
- Availability and attendance to activities in external locations
- Positive feedback from training participants and departments.

Approved by:	CHRO
Date approved:	18-Aug-26
Employee Name:	
Date	
Manager's Name:	
Date:	