

JOB ANNOUNCEMENT

LMS Site Manager

GENERAL RESPONSIBILITY

The LMS site manager for SFI's Global Program shall serve as the e-learning site administrator for the implementation of the program "Stopping cyber-crime against children: More safety and protection on the internet".

The person shall provide overall assistance and support in the development, implementation and management of Stairway's e-learning courses, in close coordination with the Stairway staff/unit assigned to elaborate e-learning courses.

CHARACTERISTICS of the JOB:

- Provide over-all technical support for the Stairway e-learning platform;
- Manage the Stairway learning management system ensuring it is up to date, is operating as intended and is fully backed up.
- Create graphics, artworks in modules.
- Execute the elaboration of digital versions of learning materials and other learning resource.
- Execute/assist in the elaboration and running the Stairway e-learning courses based on the inputs/requirements of the Stairway training team.
- Collaborate with e-learning creative team in developing new modules and additional materials for e-learning.
- Address all technical concerns that might be encountered during course setup and course management.
- Provide course data as requested.
- Understand and fully adhere to Stairway's Protection and Safeguarding Policy;
- Provide ICT and administrative support for project activities as requested and appropriate;
- Take on other duties assigned by the SFI NCR OIC and/or Executive Director.

QUALIFICATIONS REQUIRED:

- Strong digital skills particularly in managing MOODLE.
- Has graphic design capabilities.
- Excellent technical trouble-shooting skills and proactive approach to problem solving
- Willingness to identify and learn to use new functionalities in digital learning software
- Has good interpersonal and communication skills
- Can prioritize tasks and time
- Is motivated for quality and system improvements
- Good attention to detail, efficient and organized
- Ability to work under pressure, to multitask and prioritize
- Ability to work as part of a team and on own initiative

Deadline for sending the application is on: Nov. 17, 2023



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