

eLearning Specialist

International Policy Centre for Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Application Deadline:	20/06/2018
Type of Contract:	SC / SB3
Languages Required:	English
Starting Date:	01 July
Duration of initial contract:	06 months with possibility of extension

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project between the United Nations Development Programme and the Brazilian Government to facilitate South-South Cooperation on key development issues. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community.

Within a broad partnership framework regarding knowledge sharing on social protection, initiated by the G20 Development Working Group, the IPC-IG is contributing towards a multi-dimensional policy agenda, building on its renowned global outreach and advocacy portfolio. One of the IPC-IG's key offerings is the support to knowledge-sharing and capacity building through the socialprotection.org, an unbranded member-based online platform that aims to facilitate South-South learning on social protection by fostering active and informed networks to share experiences, exchange knowledge, including data and information, particularly focusing on middle and low-income countries.

Since its launch, socialprotection.org has gathered more than 2,900 members and amassed over 3,300 publications with global coverage. It has organized 54 webinars in cooperation with a wide range of partners, and hosts 30 multi-language Online Communities.

The platform has recently implemented a new Virtual Campus area, offering a Learning Management System (LMS) to its members, that offers instructor-led or self-paced online courses on social protection for other members of the platform. The platform is financed by the Australian Department of Foreign Affairs and Trade (DFAT) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry of Economic Development and Cooperation (BMZ).

The Centre is looking to recruit an **e-Learning Specialist** to support the design, development and management of engaging, innovative and instructionally sound online course material for social protection practitioners. This position requires educational insight, creative solutions, strong writing skills, and a detail-oriented mindset to conceptualize and produce highly interactive learning material (e-learning, blended solutions) to achieve learning objectives for social development.

The candidate is also expected to guide the socialprotection.org team in the use of emerging educational technologies, multimodal and culturally sensitive pedagogies, as well as research on instructional design, and universal design principles.

This job provides an exciting opportunity for a person with experience in instructional design, content development and Moodle-based platforms, as well as an interest in social protection and international cooperation. More importantly, it provides a unique opportunity to grow and interact with colleagues in an international institutional environment committed to inclusive growth.

Duties and Responsibilities

Under the substantive guidance of the IPC-IG Research Coordinators and the direct supervision of the Senior Project Officer, the e-Learning Specialist is expected to ensure timely and high-quality delivery of the following tasks:

- Contribute to the design and development of engaging, interactive, innovative and instructionally sound online course materials.
- Use applications such as desktop content authoring tools, multimedia authoring tools, web/document creation applications and presentation tools to develop custom products to meet user needs.
- Collaborate with instructional designers and others to increase the effectiveness and efficiency of course design as well as development models and processes.
- Research and produces clear documentation and other instructional materials (websites, multimedia and online tutorials) to support learning.
- Provide troubleshooting and other technology support for online teaching and learning products
- Model excellent instructional design practices and efficient course development processes; contribute to the improvement of learning design through innovative solutions, and mentor colleagues on best practices and processes
- Collaborate with stakeholders to ensure timelines and deadlines are proactively met
- Provide course setup, content population, and assistance in creating assessment tools.
- Provide online course management, e-facilitation and/or coordination of e-facilitators.
- Conduct course quality/readiness checks.
- Keep the IPC team informed about emerging technologies with a potential value for teaching, learning and instructional-technology resources.
- Recommend effective and creative uses of technology to enhance instruction.
- Perform other duties as assigned.

Competencies

Corporate

- Demonstrates integrity and fairness, by following the UN/UNDP's values and ethical standards;
- Demonstrates discretion and reliability in handling confidential matters;

- Promotes the advancement of the IPC-IG's vision, mission and strategic goals;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional

- Good level of technical report-writing skills;
- Proficient at multi-tasking and motivated by results;
- Responds positively to feedback;
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Willing to work under pressure, with online/telecom supervision.

Knowledge Management and Learning

- Ability to strongly support and build knowledge products;
- Demonstrates strong oral and written communications skills;
- Experience in building client relationships with strong networking and advocacy skills;
- Seeks and applies knowledge, information and best practices both within and outside of the IPC-IG.

Judgment/Decision-Making

- Mature judgment and initiative;
- Client-oriented perspective, focused on impacts and results;
- Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experience

Essential

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- Bachelor's Degree in, Education, Educational Technology, Information Sciences or related fields;
 - Minimum of 5 years of professional experience in e-learning development and/or instructional design;
 - Experience in using LMS Moodle;
 - Proficiency in written and spoken English proven by certificate, previous work, academic experience or personal experience in an English-speaking environment;

Desirable

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- Specialization or Master's degree in e-learning, educational technology, instructional design, educational design or comparable discipline;
 - Experience in designing, implementing and/or revising online courses and course materials;
 - 5 years or plus on development and/or management of e-learning activities;
 - Demonstrated knowledge of instructional design, educational design and/or of online pedagogical approaches, practices, and tools;
 - Experience in content loading and formatting;
 - Experience in online course management;
 - Experience as e-tutor/e-facilitator;
 - Working knowledge of Portuguese, and/or Spanish and/or French;
 - UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a P11 form* to ipc-hr@ipc-undp.org by quoting “eLearning Specialist” in the subject. The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Cover letter;
- Signed recommendation letter.

All documents must be submitted in English.

*The **Personal History Form** (P11) is available for download at:

<http://www.br.undp.org/content/dam/brazil/docs/RH/undp-br-P11-2016.doc>

Incomplete applications or applications received after the deadline will not be considered. Please note that only applicants who are short-listed will be contacted for a test and an interview.

This is a national Service Contract position within the IPC-IG/UNDP. **International candidates will only have their applications considered if proof of a Brazilian work permit is attached to the application (RNE and *carteira de trabalho*).** The IPC-IG/UNDP is not in a position to provide advice or assistance towards applying for such a permit.

The United Nations Development Programme is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are all equally encouraged to apply. All applications will be treated with the strictest confidence.