
eLearning Coordinator

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

The Knowledge Translation Unit (KTU) is a health systems research unit that develops, trains, implements and evaluates clinical guidance for primary care public health sector use. We currently work in South Africa, several other sub-Saharan African countries, Brazil and Indonesia, making an impact from patient to clinician, to policy maker and government.

Core Objective

The eLearning coordinator will support the clinical learning and development practitioners with the production, management, and optimization of our training programmes and online learning platform. They will contribute to the course production workflows, manage the online training environment, and ensure seamless delivery of engaging, high-quality educational content.

Minimum Requirements:

- Relevant diploma or degree in a related field (e.g., Education, Instructional Design, Information Technology, or Healthcare).
- Minimum of 2 years' experience in training, preferably in healthcare or a related industry.
- Familiarity with Microsoft, course creation tools and multimedia editing software.

Skills:

- Proficiency in eLearning tools and techniques.
- Ability to create, edit, and adapt online course materials using instructional design principles.
- Experience in adding interactivity to eLearning modules (e.g., quizzes, animations).
- Excellent writing and editing skills for developing course scripts and instructional materials.
- Familiarity with Learning Management Systems (LMS), example Moodle, Thinkific.
- Strong project management skills, including task allocation, timeline tracking, and meeting deadlines.
- Ability to implement management directives related to eLearning initiatives.
- Expertise in uploading, verifying, and updating training materials on the eLearning platform.
- Capacity to promote continuous improvement and ensure alignment of eLearning systems with organizational objectives.
- Proven ability to manage and handle relevant eLearning data effectively.
- Capability to provide technical support to staff and learners, ensuring a seamless user experience.

Attributes:

- Highly detail-oriented and organized.
- Strong collaborator with a track record of working effectively in cross-functional teams.
- Creative problem-solver with a passion for innovation in education.
- Adaptable and comfortable in a fast-paced environment.
- Self-motivated and capable of managing multiple projects independently.
- Excellent communicator with strong interpersonal skills.
- Results-oriented, with a focus on quality improvement and delivering impactful outcomes.

Responsibilities:

- Course content production, maintenance and optimisation for delivery through LMS platforms.
- Collaborate with subject matter experts (SMEs) to ensure the accuracy and relevance of training materials.
- Online platform and evidence repository system management.
- Training event, webinar and conference preparation and coordination.
- Monitoring and evaluation of online/blended training.
- Ensure all materials meet the organization's quality standards and are compliant with any relevant accreditation requirements.
- Documentation and reporting.
- Coordinate with project teams to manage timelines, deliverables, and stakeholder communication.
- Review and revise learning materials based on post-course feedback and evaluation outcomes.
- Oversee the integration of multimedia elements into training materials, including video, voiceovers, and graphics.
- Operational and administrative tasks.

What this position will do for you:

As an eLearning Coordinator with the KTU, you will have the opportunity to work in a dynamic, purpose-driven environment focused on improving global healthcare outcomes through cutting-edge education. In this role, you will expand your expertise in eLearning technologies while contributing to projects that directly benefit underserved communities. You will also enjoy a supportive and creative team atmosphere, with many opportunities for professional growth and development.

Your expertise is valuable to us.

Remuneration will be commensurate with your qualifications and the breadth of your experience.

How to apply:

Send email to ktu@uct.ac.za with the subject **#eLearningCoordinatorDec2024**

- Attach:
 - CV
 - Motivation letter
 - Certified copy of highest qualification
 - Include details of three (3) current contactable referees

Incomplete applications will not be considered.

Closing date for applications is 4 December 2024.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

Only applicants who have completed all applications steps, will be considered.

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For more information about the organization please visit our website at www.knowledgetranslation.co.za

Vision:

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers and communities.