

## Job Description

Position:	<b>Senior Officer, Learning Management System</b>
Department:	Learning and Development
Reporting to:	Senior Manager, Learning and Development
Location:	Headquarter

### I. Duties and Responsibilities

- Contribute to overseeing the administration and maintenance of the digital learning platform, ensuring it is functional, up-to-date, and aligned with organizational goals.
- Collaborate with subject matter experts to design and develop engaging, high-quality digital learning content that meets the needs of learners.
- Provide support and assistance to users navigating the digital learning system, addressing inquiries, and troubleshooting technical issues.
- Organize and conduct training sessions for staff and educators on the effective use of digital learning tools and best practices in e-learning.
- Analyze user data and feedback to assess the effectiveness of digital learning initiatives and make data-driven recommendations for improvement.
- Contribute to developing digital learning strategies that enhance learning experiences and promote lifelong learning.
- Work closely with cross-functional teams to ensure the integration of digital learning solutions across various departments and initiatives.
- Ensure that all digital learning materials comply with institutional policies, copyright laws, and accessibility standards.
- Stay updated on industry trends and emerging technologies in digital learning to improve the system and offerings continuously.
- Prepare and present reports on the progress and outcomes of digital learning initiatives to stakeholders and management.
- Other tasks assigned by the line manager.

### II. Qualification

- Bachelor's degree in education technology, Instructional Design, Computer Science, Information Systems, or a related field.
- Additional certifications in Learning Management Systems (LMS), eLearning development tools, or educational technologies (e.g., Moodle, Canvas, Articulate Storyline, etc.) are a plus.
- 1 - 2+ years of experience in digital learning, instructional design, or educational technology or Any learning platform management.

- Experience with the implementation, integration, and maintenance of LMS and other digital learning platforms.
- Strong background in data analytics and using digital learning data to enhance learning experience and track outcomes.
- Have good interpersonal skill, proactive, and problem solving.
- Be honest, high commitment, and flexible.
- Sound English communication skills.
- Good Ms. Application: Word and Excel.

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