



Career Opportunity

Title	HR 84/2024 – Learning Management System Officer
Department	Centre for Distance Flexible Learning
Category	Teaching & Training
Reports to	Senior Officer
Location/Campus	Honiara, Panatina Campus

Summary of Duties

The Learning Experience Coordinator is responsible for creating engaging and dynamic learning experiences for students. This role focuses on utilizing technology to enhance education and ensuring that all learning materials are accessible in various multimedia formats.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Diploma or Degree in Audio and Video production or ICT-related areas or 5 or more years of experience on the job is highly needed for this position.

Experience

Essential:

The position requires a person with extensive experience in distance education, student support services and systems, and Learning Management Systems.

Understanding of, and experience in Monitoring, Evaluation, and Communication;

Desirable:

Be on time for work

Efficiency;

Honest and reliable;

Can work after hours and during weekends when required;

Strong PC skills and expertise in MS Office applications;

Willing to learn;

High attention to detail;

Ability to prioritize, schedule, and meet deadlines;

Work both independently and within a team;

Ability to work effectively in a fast-paced, dynamic team.

Skills

IT skills and knowledge;

Production of audio and video materials

Knowledge of using audio and video instruments and equipment

Microsoft Office skills

Use of audio and video software

Can work independently

Team player

Have good inter and intrapersonal skills

Be innovative and creative . **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: 26th July 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Manasseh.Taloafiri@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**