

Job description of E-Learning Materials Development Specialist

Organization Background: Education Development Center (EDC) is one of the world's leading non-profit research and development firms. Established in 1958, EDC's work spans the globe, joining research with practice to meet today's and tomorrow's challenges in education, health promotion, technology, human rights, and the environment. EDC's services include research, training and technical assistance, and educational materials, with activities ranging from seed projects to large-scale national and international initiatives. While the issues we confront are complex, all that we do is united by one simple conviction: Learning is the liberating force in human development.

Project Background: EDC currently implements 3 projects in Rwanda. The project concerning this position is called *Building Resilience in TVET through E-learning (BRITE)*. This is a 2-year project, funded by *Mastercard Foundation*, that is in initial stages of implementation and will support and work closely with Rwanda Polytechnic (RP) and the new Rwanda TVET Board (RTB) to help strengthen existing e-learning initiatives by focusing on transferable employability skills, trade-based technical skills, as well as remote support to students during their internships and/or industrial attachment.

Summary of Position: The E-Learning Materials Development Specialist will be responsible for leading the conceptualization of e-learning products for the BRITE project and coordinating the creation of digital e-learning materials based on existing materials and developing new materials. This position will oversee the implementation/rollout of e-learning materials with trainers and students at Rwanda Polytechnic (RP) and the newly formed Rwanda TVET Board (RTB).

This position reports to the **Technical Manager**. This position is located in **Kigali**.

Essential functions include (but are not limited to):

- Lead the materials development process as well as the production of all digital materials, whether internally developed, produced by a project partner, or outsourced to video production, illustration, or audio recording companies.
- Coordinate and drive the digitization of materials by using existing written materials / curricula originally intended for face-to-face instruction and turning them into interactive media formats including, audio, video, or other formats.
- Follow up / track the use of e-learning materials by trainers and students, helping ensure quality implementation, documenting lessons learned, and informing further development of e-learning materials.
- Design and implement an approach to capacity building of RP/RTB on the development of e-learning materials and on the integration of e-learning in trainings.
- Develop educational materials using Moodle platform and related software.
- Catalog and format all media products for Android App production.
- Manage Android App media assembly (no coding skill required).
- Coordinate the revision and improvement of previous media products based on school test results.

- Collaborate with the other departments and project partners on the production and rollout of e-learning materials and capacity building of RP/RTB.

Qualifications and Requirements:

- Bachelor's Degree in education, multi-media production, or related field
- A minimum of 5 years of experience coordinating multimedia production
- Experience in at least one of the following:
 - Experience with video filming and editing
 - Experience with audio recording and editing
 - Experience with graphic design software (Photoshop preferred)
- Experience developing online interactive educational materials (preferred)
- Experience using Moodle and other Moodle compatible software
- Strong coordination and organizational skills
- Experience working with a team of content and implementation specialists
- Experience teaching / working with youth
- Clear communicator, fluent in both English and Kinyarwanda
- Able to work effectively in groups

Application process: Interested candidates should submit their application via email ryp@edc.org addressed to the EDC Country Director, including a CV and Cover letter, not later than October 1st, 2021, midnight.

Please note that only shortlisted candidates will be contacted.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women and persons with disabilities are encouraged to apply.