



## **UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

### **LMS MANAGER, HEALTH STRAT CDC MESIS PROJECT, FACULTY OF HEALTH SCIENCES - AD/4/49/22 - (1 POST) (RE-ADVERTISEMENT)**

#### **The Position**

Reporting to the E-Learning Coordinator and Sub-Recipient Project Director, the LMS Manager will be responsible for ensuring that the teaching and learning processes are possible through the Moodle LMS and build capacity for users (learners, technical support officers, course and category administrators, instructors and school administrators) to maximize the benefits of the LMS.

#### **Responsibilities**

- Provide technical support to ensure users get the most out of the LMS applications and features and build capacity for technical support officers to handle the everyday LMS logistical requirements and processes.
- Maintain the Learning Management System to ensure optimal functionality and its website to ensure a suitable look and feel and current and updated front pages
- Maintain accurate LMS records and analyze Big Data to gauge effectiveness of trainings and provide advisory reports to the management
- Auditing of compliance of LMS tasks and activities to the University policies and procedures
- Assign roles and responsibilities to team members and corporate clients and define user roles.
- Review eLearning content before it is accessed by the target audience to ensure it meets the agreed organizational standards.
- Make consultations with other internal and external teams in order to implement the best learning practices across the LMS
- Keep track of the freshly uploaded relevant courses, materials, and workshops within the LCMS and monitor for any issues in access and navigational configurations.
- Recognize and resolve the issues that may appear when it comes to course design, its configuration or infrastructure.
- Make sure that the LMS issues are resolved properly and fast to fix bugs and unexpected errors.
- Any other duties that may be assigned by the e-Learning Coordinator and the Sub-recipient Project Director.

## **Required Academic Qualifications**

- Bachelor's degree in Computer Science, Information Technology, or other related/equivalent field.
- A Master's degree is an added advantage.

## **Experience**

- At least five (5) years of relevant experience
- Previous experience of a Learning Management System
- Familiarity with the compliance requirements of an academic institution environment
- Understanding of conversion process and tools for online content

## **Required Skills, Knowledge and Abilities**

- A relevant variety of technical skills that are relevant for LMS management, including PHP language, MySQL, Javascript, web design, graphics design, HTML/CSS, and web 2.0 technologies.
- Strong interpersonal skills, able to liaise with diverse stakeholders
- Advanced organizational and time management skills.
- A solution-oriented team worker with a keen eye for details
- Ability to work under minimum supervision

## **Terms of appointment**

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

## **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to [recruit-lmpoc@uonbi.ac.ke](mailto:recruit-lmpoc@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY MAY 6, 2022**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**