



JOB DESCRIPTION

- A. Title and Full Name:** to be filled in
- B. Job title:** E-Learning Trainer
- C. Status:** Full time
- D. Department:** Open Learning
- E. Organizational Relationship:**
- **Supervised by:** Manager of Open Learning Program
 - **Report to:** Manager of Open Learning Program
 - **Coordinating:** With all Open Learning and Open Institute personnel

F. Duties and Responsibilities:

The duties and responsibilities of the E-Learning Trainer are as follow:

1. To facilitate teaching and learning activities of the E-Learning Development and Management course.
2. To organize, carry out, monitor and evaluate the e-learning training in order to improve its methodology and the overall quality.
3. To develop e-learning training materials, with guidance and supervision:
 - ◆ On e-learning know-how in development and management subjects.
 - ◆ On the use of the Moodle Course Management System for students, teachers and administrators levels.
 - ◆ Related e-learning courses which may be required from time to time.
4. To master the use of Moodle Course Management System for different roles of students, teachers and administrators.
5. To master the use of all technology and computer software used by the Open Learning Program.
6. To participate in the development of the e-learning glossary.
7. To participate in research on the status of e-learning in Cambodia.
8. To promote a wider reach of the Open Learning program to educational institutions and related targeted groups.
9. To raise awareness of the general publics on e-learning.
10. To participate in any initiative of the Open Learning Program if needed.
11. To work as a team member to design strategy of the Open Learning program to ensure that it will successfully reach its goals.
12. To maintain a supportive and communicative network of e-learning practitioners, especially through the e-learning mailing list and other designated

communication channels.

13. To maintain ongoing and good communication and relationship with partner organizations and training institutions.
14. To regularly and in a timely manner communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor.
15. To deliver high quality results of all work assignments in a timely manner.
16. To continuously update and improve knowledge in the field of e-learning that includes but not limits to content, technology, policy and management.
17. To participate and contribute knowledge and experience to build team capacity.
18. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
19. Administrative access permission (user name and password) of all hosting and web systems are only granted to do the assigned tasks. Any change must have prior approval from the immediate supervisor.
20. To perform effectively and in timely manner of work assigned, and undertake related support duties as may be required from time to time by the Manager of Open Learning Program.

G. Professional behavior in the Working Environment

Apart from the above duties and responsibilities, the E-Learning Trainer is also required to behave well as follow:

- Good proactive personality.
- Friendly, cooperative and paying respect to all staff.
- Self-initiative.
- Good time management skill.
- Discipline.
- Can work with less supervision.
- Eager to learn and to share knowledge.
- Work commitment.

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