



JOB DESCRIPTION

- 1. Title and Full Name:** To be filled in
- 2. Job title:** Training Coordinator
- 3. Status:** Full time
- 4. Department:** Open Learning (E-learning)
- 5. Organizational Relationship:**
- **Supervised by:** Open Learning Program Coordinator
 - **Report to:** Open Learning Program Coordinator
 - **Communication:** With all KhmerOS and Open Institute personnel

6. Duties and Responsibilities:

The responsibilities of the Training Coordinator are as follow:

1. To coordinate, organize and manage the E-Learning Development and Management training activities and other events of the E-learning program of the Open Institute, directed at building e-learning know-how capacity in Cambodia. This work includes all the steps from visiting local universities, course promotion, enrollments, course delivering to evaluation and record keeping after the courses have taken place.
2. To ensure the high quality of the training materials, effective tutoring methodology use, participatory approach of learning and high learning result satisfaction.
3. To cooperate closely with the trainers for high quality of e-learning development and delivery.
4. To maintain active updated information and manage the teaching and learning community of the Open Learning portal.
5. To maintain good ongoing cooperation with the partners of the E-learning program.
6. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor.
7. To participate and contribute knowledge and experience to build team capacity.
8. To ensure that all confidential and restricted access information are only purposely used for the work of the E-learning program.
9. To ensure that all passwords are kept confidential, and used only for the purpose that they are given to the employee.
10. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Open Learning Program Coordinator.

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