



JOB DESCRIPTION

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

6. Duties and Responsibilities:

The duties and responsibilities of the 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 participate in the development of the e-learning glossary.
6. To participate in research on the status of e-learning in Cambodia.
7. To promote a wider reach of the Open Learning program to educational institutions and related targeted groups.
8. To raise awareness of the general publics on e-learning.
9. To participate in any initiative of the Open Learning Program if needed.
10. To work as a team member to design strategy of the Open Learning program to ensure that it will successfully reach its goals.
11. To maintain a supportive and communicative network of e-learning practitioners, especially through the e-learning mailing list.
12. To maintain ongoing and good communication and relationship with partner organizations and training institutions.

13. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor.
14. To participate and contribute knowledge and experience to build team capacity.
15. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
16. 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.
17. 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 Coordinator of the Open Learning Program.

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