



JOB DESCRIPTION

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

6. Duties and Responsibilities:

The responsibilities of the Trainer - E-learning are as follow:

1. To develop e-learning training materials
 - on know-how such as development, implementation and management of e-learning
 - on the use of the course management system, Moodle, for various levels of users – teacher and student roles.
 - Other e-learning courses which may be required from time to time
2. To learn how to use the Moodle course management system in advance level in order to be able to administer different resources in the system – course management, teachers and students roles, users management. And to promote and to train potential training institutions to be able to use it.
3. To do online trainings through the Moodle localized course management system or mixed training methodology which is appropriately discussed and agreed among the team prior to the training.
4. To carry out evaluation on the training materials and methodology in order to constantly update and improve training quality of the project.
5. To participate in the development of the e-learning glossary.
6. To participate in the research on the state of e-learning in Cambodia.
7. To train all internal trainers of the Open Institute to be able to use Moodle for course and student management.
8. To participate in any initiative of the Open Learning Program if needed.
9. Together with the Project Coordinator/Assistant to identify key strategies of institutional cooperation to approach training institutions to use E-learning.
10. To maintain a supportive and communicative network of e-learning practitioners.
11. To maintain ongoing and good communication and relationship with partner organizations and training institutions.
12. To work as a team member to promote the use of e-learning among 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 works assigned and undertake any other support duties as may be required from time to time by the Project Coordinator of Open Learning.

Created on: 01/08/07. Last update: 20/03/08. Version:1. By: The Open Institute.