Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and supporting members of staff to undertake research. The University is seeking to recruit competent and professional staff at the level of **ICT Technician (E-Learning) Grade C.**

Technician (E-Learning) Grade C   **1 POSITION:**   **REF**: PU/ADV/01/03/2022

REQUIREMENTS FOR THE POSITION OF ICT TECHNICIAN (E-LEARNING) GRADE C

This is a middle level position in this cadre in the University, and appointment is either on permanent and pensionable terms or on a two (2) year renewable performance-based contract depending on age, citizenship and any other reason.

Academic Qualification
Applicants MUST be holders of either a Bachelor's Degree in Information Technology, Computer Science or ICT related field.

Experience
Applicants
  i. Must have a minimum of two (2) years practical and relevant experience in content conversion or technical support services.
 ii. Should have experience with Adobe Creative Suite or Apple Final Cut Pro video or Camtasia Studio and audio production software.
iii. Should have knowledge of compliance requirements of an academic institution environment

In addition the candidate should:
 • Show Active involvement in International/Continental/Regional /National/ Local/Community activities.

Skills and competencies
The candidate should have

 • Strong Computer skills
 • Ability to work with web–based applications
 • Knowledge of Moodle Learning Management System, including course content management and user administration.
 • Web and graphic design skills
 • time management skills
 • Good communication skills
 • Problem solving skills
 • Organization/planning skills

Responsibilities will include but not be limited to:

1. Leading in the production of appropriate E-learning materials including audio, video and interactive web based content to support learning outcomes of courses provided on the eLearning platform.

2. Working with academic and project staff to develop pedagogically appropriate e-learning materials and assessment models, interactive learning experiences and strong collaborative learning opportunities.

3. Being the first point of contact for user/client inquiries through the ticketing system, emails, and phone calls.

4. Making and reviewing entries into the system (users, activities and resources, plugin configurations, calendar management, etc.).

5. Escalating technical bugs and other system issues.

6. Generate generic and custom reports from the LMS to inform administrators and instructors on course usage

7. Maintain the integrity of all data on the LMS

8. Maintain and further develop e-learning resources in collaboration with academic staff. This could include multimedia editing and use of rapid authoring tools.

9. Advice, guide, demonstrate and train academic and administrative staff on the use of the virtual learning environment (VLE) and associated technologies in teaching, learning and assessment.

10. Keep abreast with developments in learning technologies in higher education and beyond in order to improve and enhance learning technologies.

11. Evaluate the effectiveness of adopted learning technologies or resources through data analysis and report writing.

12. Perform any duties as may be assigned by the Head of the Department.

TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

HOW TO APPLY

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendations letters from referees should be addressed to,

The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi

Application should include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer, Female candidates and persons living with disability are encouraged to apply and should attach their National Council for persons with disabilities (NCPWD) Certificate.

Candidates with foreign qualifications must submit a Certificate of Recognition from the Commission of University Education.

The deadline for submitting application is Wenesday23rd March 2022. Applications received later than this date will not be considered.

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE
PWANI UINVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)