

E-learning Project Coordinator – UK based

The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France, with region and country offices in Africa, Asia Pacific, Europe, Latin America and South-East Asia. The focus of our work is on tuberculosis and lung disease, as well as related challenges such as HIV and tobacco control, with emphasis on their impact in low- and middle-income countries.

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world.

As a scientific organisation, The Union's approach starts with evidence. We conduct research so that we can know the nature of the challenges we face and their most effective solutions. Through our peer-reviewed journals, our global and regional conferences, and through training courses and technical assistance, we provide platforms for sharing scientific knowledge with stakeholders around the world. And by directly delivering health services and advocating on behalf of those affected by tuberculosis and lung disease, we directly act on the best available scientific knowledge. Know. Share. Act. These principles have driven The Union's work since its founding.

For more information about The Union, please visit www.theunion.org

The position

The E-learning Project Coordinator under the supervision of the Director of the Training & Education Department is responsible for the project management, the development and the follow-up of Union Courses. He/she will work with the course directors, faculty, participants and other stakeholders. With the future expansion and improvement of the training portfolio of The Union, the E-learning Project Coordinator must be flexible with later role changes.

Main responsibilities

- Use Instructional Design principles and create digital training program
- Be the project manager for the courses and plan, arrange and oversee the training events
- Produce interactive content and develop assessments and other media to meet the requirements of the clients
- Liaise with Content Specialists (i.e. subject matter experts) who develop content for learning and assessment
- Proactively manage projects and act as a central point of contact for all stakeholders throughout the project lifecycle

- Manage development activities in accordance with identified parameters (timescales, costs, quality tolerance, etc.)
- Liaise closely with key stakeholders to ensure that projects are scoped and agreed
- Facilitate project meetings, during the project lifecycle
- Keep an inventory of all The Union courses, including those in English, French, Spanish, and other languages
- Assist the director on various administrative tasks when needed

Requirements

- Strong project management experience
- Demonstrating strong technical skills proficiency in the blended learning format
- Working knowledge of virtual learning environments and learning management systems
- Ability to work independently with minimum supervision
- Self-Starter and Detailed-orientated
- Management, logistical, business, budget, multi-tasking, communication and problem-solving skills are very essential
- Strong written and verbal communications skills in English
- French and/or Spanish a plus
- Team player in multicultural and international workplace, assisting and supporting co-workers when needed
- Computer savvy; proficient in MS Office

How to apply

Please send your CV and a cover letter including your salary expectations to hr@theunion.org

The position will be open until the candidate has been selected for the post. Only shortlisted candidates will be contacted.