Position Title:	Moodle Systems Administrator
Position reports to:	BU Head: Learning Management Solutions
Direct Reports:	N/A
Office Location:	Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

Adapt IT Education is seeking Learning Management System (LMS) and Content Management System (CMS) administrator consultants. The candidates will ideally have experience working in multiple online management systems, including but not limited to Moodle.

This role will involve regular coordination with system administrators, front end designers, and project staff to ensure uninterrupted use and regular updates of the web sites and learning management systems. They will work directly with project technical specialists, instructional designers, multimedia specialists, and project staff and to design, test, and execute online eLearning courses and custom websites.

PRIMARY RESPONSIBILITIES FOR THE ROLE

Online Course Development

Course delivery will be a combination of self-paced, blended, and virtual, and will require a high level of knowledge of Moodle and other types of Learning Management Systems, and the ability to learn and navigate multiple web-conferencing systems, including but not limited to Cisco WebEx, Zoom, Big Blue Button and Microsoft Teams.

The consultant will be responsible for developing Learning Management Systems or instances for online learning specific to project requirements, supporting project teams as they upload and manage content, troubleshooting platform complications, escalating support issues through proper channels when necessary, and ensuring course content can be delivered in the online platform(s). This role drives the design and delivery of a well-organized, high-quality, engaging, and effective online experience for our projects.

Website Management

CDA manages the development of public websites. The candidate will be responsible for creating and deleting user accounts, assigning roles, monitoring automated processes, defining permissions, installing, and implementing plugins, customizing themes, and updating site content.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

Competencies

- Managing enterprise-level learning management systems, including version updates, eventual service outages, and backup restoration
- Performing design, configuration, customization, and responsive implementation of LMS systems
- Installing and configuring of Moodle systems and themes
- Working with curriculum developers to translate instructional design to LMS parameters
- Working with CSS and JavaScript

- Working with Moodle installations based on MySQL and PostgreSQL
- Preparing custom plugins like local plugins, blocks, reports etc.
- Integrating LMS frameworks with external systems like Auth0, Microsoft Azure, LinkedIn, Google API, and others
- Implementing SSO solutions
- Preparing custom API solutions for external systems
- Implementing custom enrolment methods
- Communicating technical concepts to a non-technical audience
- Researching and learning new website and programming tools and techniques
- Performing other duties as assigned

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- BTech, IT/Computer science degree or diploma
- Moodle LMS experience and certification are an advantage

Contact Person: Quraisha Moola

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