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| <b>Position Title:</b>      | Programme Manager: Learning Management Systems |
| <b>Position reports to:</b> | BU Head: Learning Management Solutions         |
| <b>Direct Reports:</b>      | N/A  |
| <b>Office Location:</b>     | Adapt IT Johannesburg Campus                   |

## PURPOSE OF THE POSITION

Adapt IT Education is seeking a Programme Manager for our Moodle Learning Management System (LMS) and Content Management System (CMS) solution offering. The candidates will ideally have experience working in multiple online management systems, including but not limited to Moodle.

Adapt IT is a certified Moodle partner and offers implementation, support and consulting services in the digital teaching and learning space. These digital education systems are utilized by tens of thousands of global learners each year and are highly rated learning management solutions.

Our LMS Business unit is looking to hire a Programme Manager: Learning Management Systems to help lead system support, optimization, utilization, and content population of our strategic customer sites. The candidate will act as a chief resource for resolving technical inquiries and issues, providing consultation, guidance and training to stakeholders and leading projects to enhance the use of our digital ecosystem.

You will be producing optimal learning experiences within the Higher Education (Universities and TVET Colleges) and Corporate Training space using content developed by our internal and external instructional designers. We are looking for a professional who exhibits strong customer focus, critical thinking, project management skills, and the desire to learn new technologies and methodologies along with the team.

## PRIMARY RESPONSIBILITIES FOR THE ROLE

### LMS Strategic Consulting

- Orchestrate consultations with key stakeholders regarding the management and optimization of site configurations
- LMS Roadmap Design and document site enhancement requests
- Work with IT partners and vendors to complete system projects such as system integrations as well as implementing system enhancements.

### Management of Analytics & Reports

- Manage site-wide analytics and reports using Moodle reporting and other Analytics Solutions.
- Analyze analytics to identify opportunities to improve site usage, usability, and ROI.

### System Support, Consultation and Training

- Serve as an evangelist for our Digital Teaching and Learning strategy development, system capabilities, optimal and effective design, and overall site usability.
- Troubleshoot and resolve issues that require advanced technical knowledge or relies on broad system-level understanding.
- Serve as a liaison for course authors, content developers and associate administrators on system solutions, optimal approaches, and proper use.
- Conduct stakeholder consultations for all strategic accounts.

- System Training: provide course authoring and associate admin training, provide system role training to new administrators and course authors, author job aids & micro-video tutorials, and deliver administrator and course author webinars.

### MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

#### Must Have: Minimum Requirements

- Bachelor's degree
- 4+ years' experience in learning technology, computer science, instructional design, communications (2 years with Advanced Degree)
- Experience developing and delivering system training
- Project management experience
- Experience administrating Learning Management System technology

#### Nice to Have:

- Master's Degree
- Experience in administration and support of Moodle or Moodle learning management systems
- Experience with data visualization tools.
- Experience with rapid authoring tools for eLearning
- Experience supporting video-based learning (capture, editing, hosting)
- Experience coordinating system integrations and projects with IT partners
- Experience partnering with education professionals on a variety of educational delivery methods such as digital learning, classroom, virtual training, and blended training

Contact Person: [Quraisha Moola](#)

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