

JOB DESCRIPTION

The objective of this job is to assist Sr. GM CB in matters related to learning management system and Knowledge management system.

Position	Manager (LMS/KMS)
Work Experience	4 Year+
Academic Qualification	<ul style="list-style-type: none">• Graduation in Science/Engineering
Desirable Qualification	<ul style="list-style-type: none">• MBA/Post Graduation in management (Preferable in Human Resource)
Experience and Skill-set	<p>Handling KMS/LMS</p> <ul style="list-style-type: none">• Knowledge of preparing training material such training plan, training framework, training evaluation forms, feedback forms, training completion reports, users manual, annual manuals, FAQ etc.• Working knowledge to Implementation Plans & ensuring good practices for Learning Management System (LMS) and e-content Management• Handling video conferencing platforms like zoom, webex, MS-Team etc.• Provide technical support for handholding in activities related to LMS/KMS• Technical support in organizing the national and international online training/programmes• Uploading and managing e-content, RFP, best practices documents etc. on KMS portal.• Facilitating e-learning through online platforms <p>Communities of Practice support</p> <ul style="list-style-type: none">• Guide the Community of Practice (CoP)

	<p>initiatives at NeGD, SeMT for national and regional practices</p> <ul style="list-style-type: none"> • Support CoP facilitators with skills building and with conceptual planning and implementation (as demanded) to ensure successful CoPs. <p>Project Management, KM monitoring and Reporting</p> <ul style="list-style-type: none"> • Prepare KM and management analytical reports (including KM report and analyses) • Prepare and monitor web analytics of online tools <p>Online tools overview and support</p> <ul style="list-style-type: none"> • Cooperate with Web Analyst and Web Editor on KM issues and online tools monitoring • Oversee and coordinate projects and developments of online tools • Manage the centralised functions of the Expert engagements calendar • Advice and support NeGD / SeMT teams with online tools usage

Link to apply for the post :

<http://careers.nisg.org/job-listings-manager-knowledge-learning-management-system-negd-nisg-national-institute-for-smart-government-new-delhi-4-to-9-years-150921006241>

