**⚡TCI Foundation**

# National Coordinator (Learning Management System)

**Organization:**
TCI Foundation an autonomous organization works in the development and implementation of national development programs/projects in coordination with the Government, Public Sector Undertakings, National and International development agencies to serve the nation with motto of equality and better life for all citizens in the country.

**Global Fund Support for Intensified Malaria Elimination Project (IMEP-2)**
TCI Foundation is one of the Principal Recipients of Global Fund Grant for the period 2021 to 2024 and has been assigned the responsibility to work in unison with National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & Family Welfare (MoHFW) Government of India for Intensified Malaria Elimination Project (IMEP-2).

**Job Description:**
TCI Foundation invites applications for the position of **National Coordinator (Learning Management System)** in TCI Foundation Headquarters. The selected candidate on this position would be required to maintain good liaison with the authorities and officials of Department of NeGD Ministry of Electronics & information Technology, NCVBDC, Senior Regional Directors (VBD) State Programme Officers (VBD), internal and external agencies for the progression and completion of project activities within the given timeframe.

(i)      **Purpose:**
TCI Foundation shall develop National e-training portal for the online training of nearly 1.7mn workforce engaged under Intensified Malaria Elimination Project (IMEP-2) and posted at central, state, district and sub-district levels and private medical practitioners across all states and union territories in India.

The e-training portal shall be developed by the National e-Governance Division Ministry of Electronics Information & Technology (MeITY) for the National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare (MoHFW).

The position shall be responsible to operate and manage the National e-training portal for e-training of workforce engaged in the Intensified Malaria Elimination Project (IMEP-2) till 31st March 2024; afterwards as a part of legacy the portal will be transited to NCVBDC.

(ii)     **Responsibilities:**
- Responsible for the implementation, configuration, operation, maintenance and support for the learning management system taking into consideration the value of performance, scalability, operability, and flexibility.
- Establish and maintain standards in order to ensure data integrity and best practices related to the learning management system and other supported instructional technologies.
- Manage technical and functional day-to-day operational aspects of the learning management system.
- Develop system and data integration capabilities between learning management system and other data systems. Assist the technical team in developing the same.
- Assist, advise and guide the technical teams of outsourced agencies in developing e-contents.
- Collaborate and assist with a variety of stakeholders in implementing and using the leaning management system in their technical and functional activities.
- Develop training requirements and tools for process development, system development and continuous enhancements.
- Collaborate in making courses and course content functional in learning management system.
- Work with stakeholders to address and resolve learning management system issues.
- Ensure the quality, reliability and accuracy of all deliverables.
- Utilize excellent judgment and communication with others when working with sensitive data.
- Perform work of a very detailed nature requiring a high degree of accuracy and consistency.
- Organize and manage several tasks or projects with concurrent, time-sensitive deadlines.

(iii)    **Qualification & Experience:**
- Bachelor's degree from an accredited university in Information / Instructional Technology or a related field.

- 5+ years of experience in LMS.
- Competency in e-Learning standards.

(iv) **Skills Required**
- Strong attention to detail, accountability and ownership.
- Ability to manage multiple deadlines and projects simultaneously.
- Demonstrated skill in identifying customer needs and delivering customer service.
- Excellent written and verbal communication skills with the ability to communicate comfortably across all levels of the organization.
- Demonstrated ability to explain complex processes and procedures to a novice in a way that is easy to understand.
- Demonstrated ability to quickly learn new processes and procedures.

(v) **Nature of appointment:** The appointment will be on contract basis initially for a period of one year and thereafter extendable for specified period on the basis of performance appraisal to be assessed for work output, personal attributes, functional competency etc.

(vi) **Reporting:** Reporting will be to Director (PR-2) GFATM.

(vii) **Age Limit:** Upper age limit is 50 years may be relaxed in exceptionally qualified/ experienced candidates; and ready to travel extensively.

(viii) **Remuneration and Annual Increment:** Up to Rs. 130,000/- per month (consolidated); remuneration would depend on qualification, previous experience, achievements, previous work with government organizations, and performance during interview. Annual increment would be based on performance appraisal and as per Global Fund policy.

(ix) **Posting Place:** TCI Foundation Headquarters Gurgaon.

(x) **Deliverables:** The position shall be required to manage and maintain the e-training portal in operative condition all the times. Generate reports as per requirement of NCVBDC and Global Fund.

(xi) **Selection:** Selection and appointment shall be carried out through advertisement followed by virtual or in person interview, if short listed.

(xii) **Service Tenure:**
The candidate would be required to serve the organization till 31st March 2024 provided there is no termination of services by the organization.

(xiii) **Equal Opportunities**: TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

(xiv) **How to Apply**: Candidates applying for the position are requested to adhere to following:
 a) Check your eligibility.
 b) Duly filled Application Form (link placed below)
 c) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are short listed.
 d) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
 e) No TA/DA will be paid to attend the interview in person, if invited.
 f) The advertised position can be cancelled/varied as per the discretion of the employer.

**Last Date to Apply: 22 July 2022**

<span style="color:blue">click to apply</span>