

CALL FOR PROPOSALS – OTGA Consultant

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Executive Secretary of the Intergovernmental Oceanographic Commission of UNESCO and the direct supervision of the Head of the IODE Project Office, the consultant will be responsible for the following activities:

- Support the IODE Training Coordinator in the implementation of the OceanTeacher Global Academy project work plan and budget;
- Prepare technical and administrative documents and reports relevant to, and in support of, the OceanTeacher Global Academy project and its Steering Group;
- Assist in the development and delivery of e-learning courses and resources as part of the OceanTeacher Global Academy project;
- Provide technical and pedagogical support for the management of the OceanTeacher e-Learning Platform (Moodle based);
- Liaise with the OTGA Regional Training Centres and other IODE partners which use the OceanTeacher e-Learning Platform and advise on e-learning strategies;
- Continuation of the implementation of the quality management documentation and define core business process for the OceanTeacher Global Academy project;
- Assist with the on-going ISO29990 procedure for the Learning Services Provider accreditation for the IODE Project Office;
- Assist with the preparation of project proposals for the OceanTeacher Global Academy project and other projects where IODE/OTGA is a partner.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree in ocean related sciences, informatics, or a closely related field, with at least ten years subsequent relevant experience.

SKILLS/COMPETENCIES

- Understanding of data and information management procedures in place at IODE National Oceanographic Data Centres (NODCs) and Associated Data Units (ADUs);
- Understanding of the scientific and operational application of oceanographic data;
- Project management skills for e-learning course delivery;
- At least 2 years experience managing and developing training courses in an online learning environment, preferably Moodle based;
- Knowledge of quality management system standards for providers of education and training services;
- Ability to work effectively within a multi-cultural environment to achieve organizational goals with minimum supervision;
- Excellent proficiency in English language and proven ability to prepare high quality reports and make effective oral presentations.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Experience of developing e-learning solutions for international audiences, including design of online courses;
- Experience of the use of webinars as part of online training courses;
- Experience working in an international environment, or in organizations providing international e-learning training;
- Experience with and knowledge of ISO29990 standards for quality management certification and their application in the framework of OTGA.

CONTACT INFORMATION

Proposals should be sent by Monday 12 March 2018 (00:00 CET) to Mr Peter Pissierssens by email at: p.pissierssens@unesco.org.