

## **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 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
- Review quality management procedures to ensure compliance with ISO 29990 Learning Service Provider certification
- Assist with the preparation of project proposals for the OceanTeacher Global Academy project and other projects where IODE/OTGA is a partner
- Assist with document preparations and reporting for the IODE-XXV session

### **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 ISO 29990 standards for quality management certification and their application in the framework of OTGA

**CONTACT INFORMATION**

Proposals should be sent by **Friday 21 December 2018** (00:00 CET) to Mr Peter Pissierssens by email:  
[p.pissierssens@unesco.org](mailto:p.pissierssens@unesco.org).