



Development of e-Societies in South Caucasus

Type	Announcement	Subject	Trainee Positions open
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Project description:

The EU funded Project "Development of e-Societies in South Caucasus" (EuropeAid /118678/C/SV/Multi) will establish e-Learning Centers with computers, software and national experts in each country. The technology is based on the SILKnet, a satellite operated broad band communication network, supported by NATO and implemented by national NGOs (ARENA, AzRENA, GRENA). All the work will be done in close cooperation with local institutions.

Please visit the projects web presence at <http://www.esocieties.info> for further information or contact us directly via: office@esocieties.info .

Announcement

The project „Development of e-Societies in South Caucasus“ announces the opening of three individual Trainee positions:

- **Instructional Designer trainee**
- **Multimedia Designer trainee**
- **ICT Network trainee**

These three positions are open in each of the project countries: Armenia, Georgia, Azerbaijan.

For information about duties and possibilities as a trainee please read on the detailed job descriptions on the following pages.

Reimbursement:

This is a valuable internship with emphasis placed upon training and development.

We provide on-the-job training and experience working alongside professional international experts, cover all costs for material and public transportation, as well as invite you to trainings in the country and abroad.

Deadline for applications with enclosed CV is: Sunday, 27th March 2006

For application, please send a short letter with your curriculum vitae to office@esocieties.info . Please do not forget to mention the position what you are applying for.

The applicants with the appropriate CV will be invited for assessments.



Trainee for the position Instructional Designer

Development of e-societies in South Caucasus

Job description:

This trainee will accept step by step responsibilities for researching, writing and editing e-Learning curricula and content/courseware. He/She will create the framework to illustrate, integrate and format the educational materials for publication on CD-ROM, DVD, Web and e-Learning Management Systems. He/She will also train joined external specialists to design and develop educational e-Content for distribution. After the Project finishing he/she will be fully responsible for the e-Learning based curricula and content development and e-Learning services support. During the project he/she will be mentored by Instructional Design Expert.

Responsibilities:

- Develop specified parts of curricula
- Develop specified course content
- Manage and train small teams of external authors and teachers
- Arrange content translation
- Produce course documentation
- Search web for open source content and the content analysis
- Create partly inputs for project documents, reports, workshops

Requirements:

Qualifications and Skills:

- Relevant University Degree on MSc level in Pedagogy or IT
- Willing to learn
- Good in both written and spoken English language
- Well developed interpersonal and communication skills
- Team player but able to perform well independently
- Proactive with good organizational skills

General professional experience:

- Experience with work in an international team is advantage

Specific professional experience:

- Proven experience as a teacher
- Experience in curricula development
- Experience in using e-Learning is advantage
- Experience in multimedia content development is advantage
- Experience in project management is advantage



Trainee for the position Multimedia Designer

Development of e-Societies in South Caucasus

Job description:

This trainee will accept step by step responsibilities for the all outputs and processes of the e-Content Factory (multi Media/ Graphic design and production of new e-Content for e-Learning applications). He/She will also accept step by step responsibility for Web Portals content and training of external content authors. After the Project finishing he/she will be fully responsible for the e-Content Factory outputs. During the project he/she will be mentored by Multimedia Design Expert.

Responsibilities:

- Develop specified learning objects (text, tables, pictures, animations, simulations, etc.)
- Develop reach multimedia
- Manage authoring and development process
- Manage and train small teams of authors and developers
- Produce learning objects documentation
- Search web based learning objects libraries and make analysis of the content
- Create partly inputs for project documents, reports, workshops

Requirements:

Qualifications and Skills:

- Must have a relevant University Degree on MSc level in IT, Pedagogy or Art
- Willing to learn
- Good in both written and spoken English language
- Well developed interpersonal and communication skills
- Team player but able to perform well independently
- Proactive with good organizational skills

General professional experience:

- Experience with work in an international team is advantage

Specific professional experience:

- Knowledge in: Photoshop, Flash, PowerPoint are advantage
- Experience with video and audio production is advantage
- Programming skills are advantage
- Experience with teaching is advantage
- Experience with e-Learning is advantage
- Experience with content sharing systems is advantage



Trainee for the position ICT network

Development of e-Societies in South Caucasus

Job description:

This trainee will accept step by step responsibilities for all network and IT applications support and further development at the e-Learning centre. During the project he/she will be mentored by Network Services Expert.

Responsibilities:

- Day to day management of e-Learning applications (Learning management system, Virtual classroom, web portals, student data and logins management, etc.)
- Day to day management of Windows 2003 / LINUX servers and applications
- Continuously monitor the capacity and performance of the project IT
- Resources (network, servers, storage, etc;)
- Checking server and firewall logs, scrutinizing network traffic, establishing and updating virus scans, security patches, and troubleshooting
- Executing the back-ups exactly as instructed
- Learning towards LMS and other installed application, MCSE, MCDBA, CCDP and CCNP / CCIE, LINUX+, Security+
- IT documentation development
- Handle physically equipment if needed

Requirements:

Qualifications and Skills:

- Willing to learn
- Good in both written and spoken English language
- Well developed interpersonal and communication skills
- Team player but able to perform well independently
- Proactive with good organizational skills
- Developed analytical and problem solving skills
- Able and willing to complete some physical work/lifting when required

General professional experience:

- Experience with work in an international team is advantage

Specific professional experience:

- Knowledge in: Active Directory; Microsoft Exchange; Some CISCO experience; Microsoft / Linux TCP/IP networking - MS DHCP, MS DNS, WINS, MS IIS, Apache; SCSI disk subsystem management; Firewall / security experience; Microsoft SQL
- Knowledge in: Back-up methodology and server configurations, installations, and management
- Experience with IT documentation development
- Experience with e-Learning applications is advantage
- Current MCP working towards MCSE - MCDBA certification is advantage