VACANCY NOTICE 10/2018

RIT KOSOVO (A.U.K)
Job Profile – Learning Manager on the KosLift Project– Full-Time Position

RIT Kosovo (A.U.K) is looking for a full-time Learning Manager to work on the new KosLift Project.

The objective of KosLift is to increase the competitiveness of local businesses in Kosovo by increasing the quality and quantity of the products and services they offer. The program implemented by IPKO Foundation in partnership with RIT Kosovo, will equip public (University of Prishtina) and private (RIT Kosovo) university students with the skills necessary to support research and development in three business sectors in Kosovo - energy, ICTs and manufacturing.

The Learning Manager will collaborate and communicate with project team on design and content development. In coordination with the project team, the Learning Manager will provide guidance, administration and support to students attending the R&D lab.

Primary Duties and Responsibilities:

- Design, develop, and manage the delivery of training content and curriculum
- Design and manage the delivery of the e-learning courses, workshops and other training
- Create training programs that are aligned with the project goals and objectives
- Oversee material development activities to support teaching
- Work closely with the Lab Manager to ensure management of daily operations and related responsibilities of students
- Maintain a classroom atmosphere free of any form of discrimination toward gender, race, ethnicity, ability or sexual preference
- Maintain accurate record keeping for daily attendance and student performance
- Assist in testing, evaluating and counseling students regarding their performance and goals
- Accept and incorporate feedback on classroom performance to ensure positive and meaningful student experience
- Conduct written reports on training progress and quality assurance activities
- Provide professional and personal support to project team if needed.
- Support project beneficiaries and team members with project work upon the request of the Project Manager

Qualifications:

- Education: Bachelor degree and a relevant combination of academic and professional experience and qualification; Master degree would be an asset. Project Management Certification would be an asset.
- Experience: Minimum of 3-5 years’ experience in a similar environment
• Experience: Demonstrate experience in designing and developing training content and curriculum; demonstrate experience in implementing and monitoring training delivery
• Languages: Professional fluency in English, excellent Albanian. Proficiency in Serbian language would be an asset.

To apply for this opportunity, please send your CV, cover letter, copy of diploma, two professional reference letters and complete the job application form that you need to download from the RIT Kosovo (A.U.K) website (click the link under the Employment Opportunities) at: http://kosovo.rit.edu/home/employment-opportunities.html

Please submit all these documents via email to the Human Resources Office at:

hr@auk.org

Most consideration will be given to applications received on or before November 9, 2018 and to RIT Kosovo (A.U.K) Alumni.

Only shortlisted candidates will be interviewed