



CONSULTANCY

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Skills Development Unit

ANNOUNCEMENT NO:	11/TA10/SDM
PUBLICATION/TRANSMISSION DATE:	07 June 2011
DEADLINE FOR APPLICATION	15 June 2011
CONSULTANCY:	Configuration/Implementation of Learning Technology
DURATION OF APPOINTMENT:	as soon as possible for six months
DUTY STATION:	Bonn, Germany and home of consultant

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto Protocol mechanisms, the Clean Development Mechanism (CDM) and Joint Implementation (JI).

The Skills Development Team in the Service and Management Support Unit (SMS) design, coordinates and delivers learning and development opportunities to build capacity among SDM employees and stakeholders involved in the CDM and JI processes. To develop the capacity among stakeholders and enhance the professional development of its staff, SDM is implementing a corporate Learning Management System (LMS).

Responsibilities

While being hosted externally, the LMS will be managed and administered by the Skills Development Team of SDM. A project manager and team are responsible for the implementation and launch of the LMS. As part of the LMS project team and under the supervision of the project manager the consultant will be responsible for the technical aspects of the system implementation.

Specific duties will include:

- Configure LMS based on business requirements and specifications
- Define and design LMS workflows and processes
- Collaboration with LMS vendor during the implementation phase
- Carry out and coordinate LMS user acceptance testing
- Liaise with LMS vendor for technical problem-solving during LMS implementation phase
- As part of the LMS rollout prepare LMS tutorials and training materials, perform launch-related activities, train administrators and brief end-users (staff)
- Perform LMS administrator functions, including data migration and content set-up during the rollout phase

- Define and set up LMS helpdesk services and end user support
- Work with internal instructional designers and external e-Learning production companies to define the parameters for the production of eLearning courses for SDM target audiences

Requirements

- University degree in computer science, education technology, learning & development or another relevant discipline
- At least five (5) years professional experience with computer-based learning environments, e.g. learning management systems, virtual classrooms, database administration, eLearning
- Experience in the implementation or administration of corporate learning management systems, software applications for the design of eLearning, web and multi-media content
- Previous work within the UN system or a multinational enterprise is an advantage
- Fluency in English

To apply

Candidates whose qualifications and experience match the requirements for this consultancy, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply**
- 2. Service is limited to the UNFCCC secretariat**
- 3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**