

<b>Job Title</b>	:	Project Manager – Educational Development
<b>Location</b>	:	FPD Head Office
<b>Department</b>	:	Academic Cluster – Education Innovation Department
<b>Reporting to</b>	:	Head of Department – Education Innovation

### **Purpose of the position:**

The purpose of this position is to design, develop and implement new qualifications and short learning programmes, as well as to design technology-enhanced teaching and learning material to support interactive teaching and learning.

### **Main responsibilities:**

- Project manage the design, development and implementation of new qualifications and short learning programmes.
- Project manage the accreditation processes of qualifications.
- Use computer technology such as authoring software, HTML editors, graphic packages, and other standard multimedia and web development tools competently, to create technology-enhanced teaching and learning materials of exceptional standard.
- Provide professional advice on teaching practice, appropriate use of technologies and application of policies and procedures.
- Actively participate in departmental research projects.
- Assist in evaluating blended learning and e-learning strategies.
- Ensure the compliance and reporting to regulatory authorities.
- Quality assurance of educational programmes.
- Assist in updating, developing and reviewing of all policies and standard operating procedures for the Education Innovation Department aligned with CHE, SAQA and DHET.
- Support HOD Education Innovation in preparing PowerPoint presentations, proposals, contracts and other documentation as required.
- Provide support and guidance to subject matter experts and academic staff in the development of teaching and learning support materials.

### **Essential Qualifications:**

- A relevant qualification in Higher Education, Curriculum development, Computer-based education, Educational technology, or another related discipline.
- A qualification in Instructional Design.

### **Advantageous Qualifications:**

- A postgraduate qualification in Higher Education

**Job related experience required:**

- Minimum 5 years' experience in curriculum development, instructional design and project management.
- Minimum 5 years' experience in working with Learner Management Systems, e.g. Moodle
- Minimum 3 years' experience in working with regulatory authorities (CHE, SAQA, DHET, HPCSA, QCTO, SETA's) in accreditation & registration of qualifications and short learning programmes.

**Additional requirements:**

- Proficiency in reading, speaking and writing English
- Computer literacy in MS Office, iSpring, InDesign, Adobe Acrobat Pro, Adobe Captivate
- Report writing and business writing level proficiency
- A valid driver's license

**Closing date for applications: 6 September 2019 at 16h00**

Interested candidates should forward a motivational letter and CV to [recruitment@foundation.co.za](mailto:recruitment@foundation.co.za) or fax to 081 680 0736.

For enquiries please contact Leah Maenetja on 012-816-9000.

**Please note:**

**Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.**