



## COLLEGE OF HEALTH SCIENCES

### JOB ADVERTISEMENT

Makerere University College of Health Sciences (CHS), is the oldest medical training University unit in East Africa. CHS comprises of 4 Schools namely; School of Medicine, School of Health Sciences, School of Biomedical Sciences and School of Public Health.

The College seeks to recruit an **E-Learning Administrator** who is tech-savvy and an educational enthusiast ready to take on multiple roles.

### Duties and Responsibilities

1. Create engaging learning activities and compelling course content
2. Work with lecturers and subject matter experts to identify students' training needs
3. Set instructional and eLearning end goals and create content that matches them in line with the University ODeL policy
4. Visualize instructional graphics, the user interface and the finished product
5. Analyze and apply trends and best practices in learning technologies and instructional design
6. Provide exercises and activities that enhance the learning process
7. Create supporting material/media (audio, video, simulations, role plays, etc.)
8. Devise modes of assessment, such as tests or quizzes, to measure the effectiveness of the course
9. Maintain project documentation and course folders
10. Provide monthly eLearning performance reports
11. Work with the IT department to report system MUELE system outages
12. Collect students' feedback on usage and utilization of various technologies with view of improving their e-learning experiences.
13. Facilitate capacity building for teaching faculty and students through training in use of various eLearning technologies.
14. Facilitate and timetable online classes and ensure effective communication of the same to the various classes
15. Schedule Zoom classes for the students and faculty
16. Provide IT support to the Graduate students
17. Effectively communicate and institutionalize the e-learning strategy of the University to all CHS Community
18. Perform any other related duties assigned to you by your supervisor.

### Qualifications

- Minimum of Master's degree in instructional design, educational technology or computer science from a recognized University
- Previous working experience in instructional design for 2-3 years
- In-depth knowledge of learning theories, instructional design models and learning management systems especially Moodle



- Lesson and curriculum planning skills
- Visual design skills (Dreamweaver, Photoshop, Illustrator)
- Ability to write effective copy, instructional text, audio and video scripts
- In-depth knowledge of creative content authoring and delivery tools like Camtasia, jamboard etc.

### **Competencies**

- Creativity
- Excellent communication skills
- Research Skills
- People skills
- Time management
- Flexibility

### **Remuneration**

An attractive salary commensurate to the experience and qualifications will be offered.

### **Application Procedure:**

An application letter with a detailed Curriculum Vitae, letters from two referees and attachment of academic certificates and transcripts addressed to the Human Resources Manager, College of Health Sciences, Makerere University should be submitted to [hrd@chs.mak.ac.ug](mailto:hrd@chs.mak.ac.ug) by 3:00pm on Friday 12<sup>th</sup> February 2021.

**NB: Only shortlisted applicants will be contacted**

