

# UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

## **DIRECTOR eLEARNING (PROFESSOR LEVEL), UNIVERSITY OF NAIROBI - 1 POST- AC/7/200/14- (R&T)**

### **1.0 Introduction**

The University of Nairobi is the biggest University in Kenya and one of the largest in East and Central Africa. It has students who take various programs through the face-to-face, eLearning and distance learning modes. The University has a number of eLearning programmes mostly run at postgraduate level. The University has been running Extra Mural Centres for a long time from various locations in different parts of Kenya. The Extra Mural Centre provides learning and administrative support services to those students who are not able to come to the main campus in Nairobi.

The University comprises 6 academic colleges, with campus in Nairobi and the other major towns in Kenya. University of Nairobi has a Centre of Open and Distance Learning (CODL) that focuses on providing courses mainly in the non-electronic form.

### **2.0 Purpose**

To provide vision, operational, academic and strategic leadership in the management and further development of eLearning services, project and activities for the University of Nairobi.

### **3.0 The Position**

The Director of eLearning will report to the Vice Chancellor of the University. In course of executing the mandate of the office, the Director of eLearning will be required to liaise with the Principals of the various colleges. He/she will lead the strategic approach to the eLearning Directorate and also guide the operational development and rendering of eLearning courses. The Director will also devise ways for the students to access the e-content through eLearning systems as well as using various digital devices. The work will also involve inclusion of adequate variations of content delivery modes so as to meet personal learning needs of the e-students. The position will also involve working towards having as many full programs as possible running electronically so as to teach the many digitally-oriented students out there who desire to take University of Nairobi programs but cannot because of distance.

### **4.0 Scope of work**

The Director of eLearning will be responsible for the following:-0

- Develop the University of Nairobi eLearning policy and strategy.
- Update the University of Nairobi eLearning course template by integrating the latest trends including use of mobile learning, web 2.0 and Open Educational Resource (OER) strategy and course adaptation to personal learning needs of students.

- Work with Subject Matter Experts during curriculum design, course authoring and development.
- Develop courses in line with University of Nairobi policies including anti-plagiarism policy.
- Development/adaptation of instructional materials for online or blended learning mode.
- Use latest technologies to create media to support teaching and learning activities, especially videos, animations and educational games.
- Produce learning materials in different formats: online or using digital devices (CDs, DVDs, USB) etc.
- Produce learning materials compliant with standards such as Sharable Content Object Reference Model (SCORM).
- Develop eLearning course assessment strategies.
- Support the improvement of the University of Nairobi Virtual Classroom based on Claroline and Moodle Learning Management Systems.
- Any other task assigned from time to time.

### **5.0 Expected Deliverables**

- An effective University of Nairobi eLearning Strategy.
- A fully functional office for the eLearning Directorate at University of Nairobi
- Well-designed content for: mixed mode and synchronized as well as asynchronous eLearning delivery modes.
- A University of Nairobi Course template of high quality that is updated regularly to reflect the best practices and standards in the design of eLearning course modules.
- Courses developed and revised in line with University of Nairobi policies.
- Media developed to support learning in electronic delivery mode as well as course assessment strategies.
- Programs fully running in electronic form.
- An improved University of Nairobi Virtual Classroom.
- Integration of Open Educational Resources, m-learning, web 2.0 and adaptation strategies to support student-centered learning.

### **6.0 Key Requirement**

- A PhD in ICT or Educational Technology or a related relevant qualification.
- Minimum of five years of demonstrable experience in developing eLearning materials and teaching using eLearning platforms such as Moodle or Claroline.
- Demonstrate familiarity with Instructional Design and Courseware Development principles.
- Awareness of pedagogical theory and structures in online education as well as relevant learning theories.
- Knowledge of course authoring tools.
- Knowledge of multimedia authoring tools.
- Demonstrated skills in Web-Based Course Development Software.
- Expertise in:
  - eLearning standards and specifications such as SCORM

- Course Management Software – Claroline or Moodle
  - Use of web 2.0 tools for teaching and/or learning for university programs or any other shorter courses.
  - Online Courseware materials like OERs
  - Provision of learning or administrative information to students using mobile devices.
- Desire to continuously learn new features of course development tools and software
  - Considerable knowledge of online assessment of students.
  - Excellent teaching skills at university level preferably in an African university clear understanding of the running of university programs and university-policies related to teaching such as anti-plagiarism and copyright policies.
  - Demonstrated skills and experience in project management.
  - Accomplished presentation skills.

### 7.0 Reporting

The Director will work under the supervision of the Vice Chancellor of the University or such other person as the university's administration may designate from time to time in writing.

### 8.0 Terms

*Please note that the successful candidate will be appointed on a full professor salary scale and will serve on permanent and pensionable terms.*

### NOTES

1. Applicants should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in.
2. Applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
3. Applications should be addressed to :- The Deputy Registrar, Recruitment & Training Section, P.O Box 30197-00100 Nairobi

***PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.***

**CLOSING DATE: Thursday, JULY 17, 2014.**