



International Training Centre

CALL FOR CANDIDATES

Position:	Programme Officer – ICT for Learning.
Grade:	P.3
Location:	Distance Education and Learning Technology Applications Programme (DELTA), Learning and Communication Service
Deadline for Application:	31 May 2008
Duty Station:	Turin, Italy.
Term of Appointment:	One year fixed-term project-based contract. Conditions of employment are indicated in Appendix 1.

ORGANIZATIONAL CONTEXT

The International Training Centre of the International Labour Organization (ITC ILO) is the training arm of the ILO, a United Nations Agency, which promotes social justice on labour-related matters.

Within the Centre, the DELTA Programme plays a significant role by advising on the application of appropriate learning and training approaches and technologies. DELTA supports the Centre's Programme and Activity Managers in (a) the design of learner-centred curricula, methods and materials; (b) the development of ICT-based learning applications; and (c) the design and implementation of on-line, open and flexible learning programmes.

For outside partners and clients, DELTA designs and delivers open and tailor-made training activities in the fields of learning and information technology applications and provides advisory services in the area of instructional design and learning materials development.

JOB OVERVIEW

As part of the DELTA team and under the supervision of the Manager of DELTA, the Programme Officer is responsible for developing and maintaining learning and training services and products for internal Units and outside customers, with a particular focus on the design and application of methodological processes and tools for e-learning and face to face training.

RESULT-ORIENTED FUNCTIONAL STATEMENT

- Proposes orientations for Delta, to ensure that it maintains its relevance in terms of services to its customers and its internal competence in state-of-the-art learning technology.
- Identifies world class experts and leaders in the area of ICT for learning to expand the resources which could contribute to programme and activity design and implementation. Contributes to building partnerships between Delta and reputable organizations in the field of ICT for training and learning.

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- Leads DELTA team's continuous effort in searching world-wide for new applications of information and communication technologies in order to systematize them and make them applicable at the Centre.
- Participates in the continuous up-grading of the capacities of the staff of the Training Department in the use of information and communication technology for learning and training, including open and distance learning. Actively shares knowledge and know-how within the DELTA team.
- Participates in the development and maintenance of learning and information technologies applications in the Centre's activities. Assesses the use of selected and/or developed soft- and hardware.
- Supports Programme and Activity Managers in the design and implementation of innovative e-learning solutions, including those based on open, flexible and distance learning approaches.
- Contributes to the technological set up and maintenance of intranet- and internet-applications; design data bases and scripts, interfaces or specific programmes; manages and monitors internet-based training and learning services.
- In collaboration with the Management Information Systems (MIS): (a) participates in the choice of new information technology tools, relevant in the context of learning and training (b) contributes to aspects of architecture and hardware, and (c) improves and monitors security of ICT applications.
- Participates in the development of guidelines and manuals related to information technology for learning.
- Carries out, as requested, any other assignments in connection with his/her functions as Programme Officer within the DELTA team.

REQUIREMENTS

Education

University degree in information and communication technology, in informatics engineering or in communication, educational technology for adults, or equivalent studies with a specialisation in ICT.

Experience

At least 5 years of relevant professional experience of which at least 2 years at the international level, in the area of application of communication technologies for training and learning, management of networks, applications development. Experience in international co-operation and development is an asset.

Languages

Proficiency in English and in French or Spanish. Knowledge of the third one or another language such as Arabic, Portuguese or Russian, is an asset.

Attitudes

Values team work while at the same time demonstrates strong ability and willingness to take initiatives. Creative and innovative. Communicates effectively both orally and in writing. Be a positive and process-oriented team member.

Core Competencies

- *Adaptability:* ability to adapt to major changes in work tasks or in the work environment.
- *Client service:* ability to effectively meet client (in-house and external) needs effectively.
- *Collaboration:* ability to develop and use collaborative relationships to facilitate work goals.
- *Communication:* ability to convey information clearly to individuals and groups.
- *Initiative:* to take prompt action to accomplish objectives, even beyond what is required.

- *Integrity*: ability to maintain social, ethical and organizational norms and adhere to codes of conduct and ethical principles.
- *Knowledge management*: ability to develop and update professional knowledge continuously, and to assimilate and apply new job-related information in a timely manner.
- *Sensitivity to diversity*: ability to accommodate cultural and gender differences to interact effectively with people of different cultures.

Level Competencies

- *Decision-making*: analysis, judgement and problem solving.
- *Managing work*: ability to manage one's time and resources effectively to ensure that work is completed efficiently.

Technical competencies

- *Expert knowledge of information and communication technology used in training and learning*: sound knowledge of the techniques, tools and methodologies for using ICT for training and learning purposes.
- *Technical expertise*: internationally recognized specialist in one or more of the following topics: instructional technology; open and distance learning; design, development and management of web sites, e-platforms and other ICT tools for knowledge management; the development and use of free and open source software; learning management systems; virtual learning environments; learning objects repository.
- *Learning facilitation and advisory skills*: good pedagogical skills as a training designer, or a facilitator of learning and strong skills in advising and counselling others in the use of learning technologies and ICT.
- *Capacity to author training materials and publications*: working from a conceptual framework and the results of applied research, has the skills to convert theories into practical methodologies and (electronic) tools and use these to author learning and training materials that are well written and easy to understand.
- *Project design and management skills*: knowledge of internationally recognized processes, including the logical framework methodology, for the design, management, monitoring and evaluation of technical cooperation projects funded by international donor agencies in the areas of capacity building, training and learning.
- *Information and communication technologies (ICT) skills*: full competence in using advanced computer applications and for engaging in and managing on-line learning activities.

APPLICATIONS

Qualified candidates may submit the application through form ILO 255 (Personal History Form) - available from the Web Centre's page: <http://www.itcilo.org/jobs> - either by e-mail to vacancies@itcilo.org or by normal mail to Human Resources Services. **The deadline for receiving applications is 31 May 2008.**

Depending on his/her qualifications and relevant experience, the candidate may be initially recruited at a grade lower than that of the position.