



## E-LEARNING CONTENT INTEGRATOR

|                  |                           |
|------------------|---------------------------|
| Reports to       | eLearning content Manager |
| Direct Reports   |                           |
| Indirect Reports |                           |

## ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics.

It includes 6 continental federations and 214 national federations. The IAAF organizes many major athletics competitions worldwide, including World Athletics Series (WAS) and One Day Meetings, Diamond league and IAAF Road Race label events. Its mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity.

It is based in Monaco, has a staff of 90 persons, from 21 different nationalities.

Lord Sebastian Coe was elected as the new IAAF President in 2015, and has since instigated a period of organisational transformation and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

### KEY INTERNAL RELATIONSHIPS

- CIO
- IAAF Department Managers

### KEY EXTERNAL RELATIONSHIPS

- Expert groups
- Working Groups
- IAAF Commissions
- eLearning service providers
- Various stakeholder groups

## GENERAL OVERVIEW OF THE POSITION

The eLearning content integrator works alongside the eLearning content manager and is especially responsible to produce curricula and storyboards in cooperation with external experts.

The eLearning content integrator also creates learning related social media content which will be published according to the channel plan.

Furthermore, he/she is responsible for in-house production of video-based content.

Finally, he/she reports on KPIs, and collects requests for update of existing content.

## MAIN ACTIVITIES

- Working alongside the Content manager
- Writing curricula for online education in cooperation with internal and external experts.
- Building detailed storyboards for interactive content
- Performs traditional copyediting – requiring varying degree of critical analysis, problem solving, and independent judgement – to improve quality before online publication
- Prepares content for publication (e.g. metadata tagging, working with content management system, publishing on product)
- Assists with content maintenance and updates



- Performs quality assurance after production to correct stylistic and functional content problems across products
- Communicates professionally with Agency and the Production teams and managers as needed to address issues impacting content
- Contributes to efforts to update documentation
- Monitor and report on KPIs for services
- Manage the in-house production of video-based learning material
- Produce social media posts according to the channel plan.
- Collect and compile feedback for the update of learning material.
- Where needed, use project management principles to help managing multiple workstreams

### SOFT SKILLS

We expect excellence and total integrity

- Positive attitude
- Personal responsibility
- Good work habits
- People skills
- Problem solving
- Decision making
- Respect for context
- Service oriented
- Team worker
- High attention to details

### REQUIREMENTS

- Bachelors or Master's degree in a related field
- Technical knowledge and experience of learning design and adult learning principles
- A minimum of 2 years in an eLearning design role or equivalent
- High computer literacy skills and aptitude with editing/content management software and perform related skills (such as tagging and linking); experience in Moodle CMS or other CMS editing a plus.
- Advanced proficiency in MS Office Suite
- Experience in working with content management and publishing systems
- Have an awareness of various authoring tools to create high quality E-Learning.
- Knowledge of editorial style and processes, database management, and project management
- Project focused to complete tasks under moderate supervision and report on completed assignments
- Ability to apply independent thinking and analysis to complete identified assignments efficiently
- Comfortable with both MAC and PC
- Fluent in English
- Basic understanding of data security and GDPR
- Experience in sport, Athletics preferred

Please send your CV with a short cover letter to [emploi@iaaf.org](mailto:emploi@iaaf.org) before September 27<sup>th</sup>, 2019.