Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

LMS Assistant (1 Position)

Standard function responsibilities

General: The position's main responsibilities are to support the LnD's Learning Solutions Unit in Geneva in the management of the ICRC LMS. The person will be required to work within a team in Bangkok and in close relation with the LnD Geneva team and occasionally with other ICRC departments.

The LMS Assistant will report to the LMS Administrator based in Geneva.

The position holder will have the following responsibilities:

Standard function description
- Support and assist the ICRC LMS Manager in Geneva.

Main tasks
- Manage online courses and sessions
- Manage learners registration
- Update and manage learning resources
- Design, produce and distribute custom statistics on courses
- Provide extensive technical support (Level 2) in relation with the LMS functionalities
- Contribute to supervision of regional course administrators

Profile
- Demonstrated experience of administration with middle to large range LMS
- Ability to communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Ability to plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines.
- Ability to work both independently and as part of a team.
- Ability working at scale and perform manual and repetitive actions.

Other Duties:
- Collaborates and communicates with the Learning Solutions team in Geneva, in particular with the LMS Administrator.
- Contributes to the implementation / running of specific projects / programmes.
- Ensures an independent follow up and updates of specific files.
- Regularly reports on the different work streams
- Contribute to the evolution of Quality control guidelines
- Contribute to the training of other course administrators

General Duties:
- Understands the three components of the Red Cross/Red Crescent Movement.
- Applies the delegation's security rules at all times.
- Respects and observes staff regulations of the ICRC in Thailand.
- Performs duties and tasks not covered in this job description and provide support to other Departments when necessary.

Your education and experience:
- High school degree or equivalent
- Minimum of 1 year work experience in LMS administration, preferably using CrossKnowledge Learning Suite
- Excellent computer skills
- Excellent level of MS Office literacy especially on Excel to manage large data tables
- Good command of written and spoken English, Spanish and/or French an asset

Competencies requirements:
- Flexible and able to occasional travel within the country/ region (If any)
- Ability to work in a multi-cultural environment
- Capacity to integrate and implement ICRC policies and procedures
- Good analytical and communication skills
- Service minded
- Strong interpersonal skills

We offer:
- Dynamic and challenging work environment in the humanitarian and international context
- A competitive salary with benefits with initial one-year of employment contract

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations, by email only to: **ban_recruitment_services@icrc.org**
(specify position name at your email title) Attn: Human Resources Department

Deadline for applications: **28th February 2019**

Kindly note that only short-listed candidates will be invited for the interview