Associate, Curriculum and Instructional Development (E-Learning)

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

Role Summary:

We are seeking a highly skilled and motivated Associate, Curriculum and Instructional Development to join Clean Technology Hub. This role will focus on designing and developing engaging and effective e-learning curricula and instructional materials for our innovative clean technology programs. The ideal candidate will have extensive experience in instructional design, curriculum development, and e-learning technologies, with a passion for advancing education in clean technology.

Key Responsibilities:

Curriculum Design and Development:

- Design, develop, and refine e-learning curriculum and instructional materials that align with program goals and objectives.
- Create engaging and interactive content, including multimedia elements, assessments, and instructional guides.
- Ensure all materials adhere to best practices in instructional design and are aligned with educational standards.

Needs Analysis and Stakeholder Collaboration:

- Conduct needs assessments to determine learning objectives and outcomes for various e-learning modules.
- Collaborate with subject matter experts (SMEs), stakeholders, and instructional designers to gather content requirements and ensure alignment with program goals.

Quality Assurance and Evaluation:

- Implement quality assurance processes to review and refine instructional materials, ensuring they meet high standards of accuracy, clarity, and effectiveness.
- Evaluate the effectiveness of e-learning programs through feedback, assessments, and performance metrics, and make recommendations for improvements.

E-Learning Platform Management:

- Oversee the integration of instructional content into e-learning platforms, ensuring functionality and user-friendliness.
- Troubleshoot and resolve any issues related to content delivery and user experience on the e-learning platform.

Training and Support:

- Provide training and support to educators and facilitators on the use of e-learning materials and platforms.
- Develop user guides and instructional resources to aid in the effective implementation of the curriculum.

Requirements:

- Bachelor's degree in Education, Instructional Design, E-Learning, or a related field. A Master's degree or relevant certifications are preferred.
- Minimum of 2 years of experience in curriculum and instructional design, with a focus on e-learning and technology-enhanced learning.
- Proven track record of developing high-quality e-learning content and instructional materials, design models and methodologies.
- Familiarity with e-learning authoring tools (e.g., Articulate Storyline, Adobe Captivate) and learning management systems (LMS).
- Excellent verbal and written communication skills, with the ability to collaborate effectively with SMEs, stakeholders, and team members.
- Meticulous attention to detail to ensure accuracy and quality in all instructional materials.

Application Process:

Contract Type: Full-time
Deadline: TBD.
Apply: [apply here](#) using>: "Your name", Associate, Curriculum and Instructional Development as the title of your resume.