



Job Title: Manager, E- Learning (Learning and Development)

Location: Abuja, Nigeria

Employment Type: Full-Time

Department: Innovation and Growth

Reports To: Director Innovation & Growth

About the Organisation

Clean Technology Hub delivers digital learning solutions that support students Middle level career professionals and academia who are looking to transition into the Clean/ green Energy sector with requisite continuous skills acquisition for growth. The team builds structured learning systems, enriches knowledge of the sector, builds capacity, improves performance and expands access to quality learning programs. The E-Learning Manager drives this work by building strong digital learning products and managing end-to-end content creation processes.

Position Summary

You are expected to lead the design, development, and improvement of online learning programs. You build clear learning paths, manage technical workflows, and guide teams that produce online courses. You work with subject experts, faculty, and learning designers to create accurate and engaging digital content. You monitor quality standards across all learning products and ensure smooth delivery on learning platforms. You provide leadership across project planning, timelines, and resource allocation.

Key Responsibilities

- Develop online learning strategies that support organisational learning goals.
- Lead instructional designers, multimedia developers, and other digital learning staff.
- Oversee the design and production of online courses, micro-learning modules, and interactive learning materials.
- Run needs assessments to define learning gaps and target audiences.
- Select learning tools and platforms that support usability and accessibility.
- Review content for accuracy, clarity, and instructional quality.
- Ensure compliance with learning standards, accessibility guidelines, and platform

requirements.

- Track learner engagement and performance data to improve course outcomes.
- Partner with subject experts to create structured content that meets learning objectives.
- Maintain learning platforms, libraries, and digital content repositories.
- Manage project budgets, schedules, workflows, and team assignments.
- Produce reports on learning impact, platform usage, and content performance.
- Train staff and faculty on the use of digital learning tools.
- Stay updated on trends in adult learning, digital learning, and instructional design.
- Maintain version control, content updates, and ongoing product improvement cycles.

Required Qualifications

- Master's degree in Instructional Design, Education, or a related field.
- Bachelor's degree in Instructional Design, Education, or a related area.
- Minimum of five years of experience in e-learning project management.
- Experience in corporate training or higher education.
- Strong knowledge of instructional design models, adult learning theory, and assessment design.
- Proficiency with tools such as Articulate, Captivate, Moodle, or similar learning platforms.
- Strong leadership and team management ability.
- Strong writing and communication skills that support collaboration with technical and non-technical staff.
- Skill in planning, scheduling, and managing deadlines across multiple projects.
- Ability to analyse learning data and build improvement recommendations.

Preferred Skills

- Certification in instructional design or e-learning.
- Experience with video production workflows or multimedia editing.
- Knowledge of HTML or basic learning platform configuration.
- Strong documentation and process management ability.
- Skill in building user-friendly interfaces or course navigation structures.

What You Bring

General Requirements

- Strong interest in digital learning, instructional quality, and technology-driven education.
- Clear approach to organising tasks and leading structured project plans.

- Skill in guiding teams toward consistent output and measurable results.
- Commitment to improving learning outcomes across digital environments.
- Minimum 5+ years of experience in a similar role with a proven track record of growth
- Ability to manage several tasks at the same time

Technical Skills

- Strong understanding of clean (green) energy / climate resilience / sustainability sector
- Strong analytical and problem-solving skills
- Experience with partnership development
- Experience with fundraising or donor engagement

Management Skills

- Strong planning and coordination
- Strong stakeholder engagement
- Strong decision-making and problem-solving
- Ability to manage and lead a team effectively

Communication Skills

- Clear writing
- Strong presentation skills
- Ability to build relationships with founders and partners

What the Organisation Offers

- A digital-first work environment focused on quality and learner success.
- Growth opportunities across learning strategy, instructional design, and digital education leadership.
- Access to advanced learning tools and a supportive learning development team.
- Opportunities to lead high-impact projects across diverse learner groups.

How to Apply

If you are passionate about eco-friendly Green technologies, Innovation, and development, and ready to take on a new challenge, we encourage you to please apply [HERE](#) using>: “Your name”, e.g, Personal Assistant: “James Smith” as the subject title of your resume.

Or Submit your resume and a cover letter detailing your relevant experiences to cthr@cleantechnologyhub.org