

JOB TITLE: Instructional Designer	
JOB SUMMARY:	
<p>The Digital Delivery Support Framework of the Ministry of Digital Transformation (MDT) aims to develop an enabling environment for Digitization Projects in key Ministries, Departments and Agencies (MDAs). The vision of this framework is the central coordination of core and foundational ICT projects across the public sector that collectively advances the country’s digital transformation agenda.</p> <p>The role entails the continuous review and development of curriculum content to reflect updated information or revised methods; addition of learning paths according to developing needs; monitoring and evaluation of content quality and learning objectives; review and replacement of courses as needed for building digital literacy and enhancing digital skills for the national community.</p>	
REPORTS TO:	
SUPERVISION GIVEN TO:	
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Builds digital literacy and enhance digital skills for the national community by applying tested instructional design theories, practice and methods and developing a curriculum content that serves the needs of the MDA. 2. Maintains the execution of the curriculum by continuously reviewing and updating it with new information or revised methods. 3. Establishes appropriate learning objectives to ensure the development of an effective curriculum by conducting research and collaborating with subject matter experts to identify the target audience’s training needs. 4. Monitors and Evaluates the content quality of the curriculum content by establishing a criteria that is competent to assess learner’s performance; continuing to determine new learner needs to keep content up to date and relevant. 5. Ensures the alignment of curriculum content to learning objectives by setting instructional end goals at the initial stage and creating content to match such goals or redesigning the content to meet newly identified needs. 6. Implements additional learning paths by continuously reviewing the curriculum against learning objectives, and analyzing and establishing developing needs that would require new paths. 7. Facilitates the execution of the learning process by creating instructional material: courses, curriculum, guides or training manuals. 8. Performs other duties as assigned. 	
Knowledge	<ul style="list-style-type: none"> ▪ Considerable knowledge of learning theories and instructional design models ▪ Considerable knowledge of course development software and at least one Learning Management System ▪ Considerable knowledge of graphic design and Fundamental understanding of HTML ▪ Considerable knowledge of standard web programs ▪ Considerable knowledge of authoring tools

Skills and Abilities	<ul style="list-style-type: none">▪ Ability to display curriculum planning skills▪ Ability to use visual design platforms such as Dreamweaver, Photoshop, Illustrator.▪ Ability to display proficiency in Microsoft Office Software▪ Ability to storyboard▪ Ability to write effective copy, instructional text, audio scripts/video scripts.▪ Ability to exercise flexibility and adaptability▪ Ability to display communication and language skills▪ Ability to present Project Management and Research skills.
Minimum Experience and Training:	<ul style="list-style-type: none">▪ Training as evidenced by possession of an Under Graduate Degree from a recognized institution in Human Resources, Communications or Marketing, Digital Arts or related field▪ Minimum of 5 years experience in professional curriculum design and development.▪ Any suitable combination of qualifications and experience will be considered.