

# BIHAR VIKAS MISSION

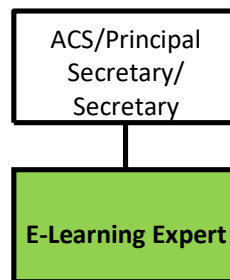
## Job Description



### 1. General Information

<b>Position Title:</b>	<b>E-Learning Expert</b>
<b>Reports to:</b>	<b>ACS / Principal Secretary / Secretary - Education Department</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>

### 2. Organization Chart



### 3. Key Accountabilities

#### Strategizing and Expert Advisory

- Design a strategic plan and roadmap to leverage the potential of Information and Communication Technology (ICT) in teaching and learning process for the benefit of all the learners in education institutions in anytime anywhere mode in the State, in conjunction with relevant stakeholders in the Department (ACS, Principal Secretary, Secretary etc.) and related functionaries
- Contribute to Department's work plan related to the two major components of e-learning, providing connectivity along with provision for access devices to institutions & learners and content generation, through insightful analysis, modeling and innovative solutions
- Conduct industry and market research and provide insights and perspective to ensure incorporation of best practices and latest trends and technologies to facilitate management decision-making
- Assist the concerned Department in formulating new policies on use of ICT in education, and reforming existing policies to bridge the digital divide and develop e-learning capabilities in the education sector of the state, as required
- Support the Department in required process and system reforms to ensure effective implementation of the strategic plan, as required
- Provide the required guidance and support to the Department in designing and developing dynamic and innovative instructional courses and simulations to create interactive, engaging course content for the learners
- Ensure learning and performance objectives are appropriate to the audience and that the e-learning training materials meet the learning and performance objectives
- Provide expert advice for development of computer-based activities, online learning interactions, online courses and online assessments with minimal technical supervision using writing, graphic design, branding image editing, document formatting, animation, video, audio, e-learning authoring tools
- Provide guidance and work with content designers to upgrade their knowledge and instruction

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skills in: competency based education and training, holistic assessment, assessing competency and knowledge gaps, setting learning goals, developing learning processes, contemporary pedagogy and adult learning techniques and measuring learning outcomes, gender and social equity sensitivity, learning resource development, curriculum writing and managing industry and professional partnerships

- Provide guidance and work with vendors and technical experts to assess, design, and develop web-based training materials/storyboards based on high level design strategies
- Support the Department in optimization of the learning content developed to suit the requirements of all platforms and devices like mobile phones, tablets, computers etc.
- Liaise with relevant officials in the concerned Department to develop ideas and plans to address other Departmental priorities related to e-Learning and undertake strategic and operational planning exercises
- Establish and build partnerships with important and relevant national level bodies and organizations like Ministry of Human Resource Development (MHRD), National Council for Education Research and Training (NCERT), and National Programme on Technology Enhanced Learning (NPTEL) etc. and leading private organizations to garner support for e-Learning initiatives in the state

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as and when required

## 4. Qualifications and Experience

### Essential

- Bachelor's degree or higher in Computer Science / Electronics / Information Technology OR Master's degree in Computer Application
- Minimum 10 years of post-qualification experience in education sector with at least 5 years of experience in e-learning domain.
- Less than 65 years of age as on 1<sup>st</sup> August'2021

### Preferred

- Experience in a leadership / advisory role in planning and implementing large scale e-learning, tele-education projects like NPTEL etc., at least state wide
- Experience in managing / advising / working on education-related projects / programs / initiatives /developing instructional courses and/or simulations and/or training methodologies and/or implementing online or software based courses in State / Central Government / Institutions or any other organization under the aegis of State / Central Government (such as AICTE / NCERT /State Education Boards, NPTEL, MHRD etc.) / bilateral / multilateral organizations (such as World Bank, DFID, UNDP, ADB etc.) in curriculum design / training methodologies in the domain of e-learning.
- Certificates / Courses (*duration not less than 15 days*) in relevant areas will add weight to the candidature.
- Honors / Awards / Recognized publication in relevant area will be an added advantage

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### 5. Knowledge and Other Skills

- Strong interpersonal & networking skills
- Experience of policy and process design, operations development and management in the domain of e-Learning, including content development
- Excellent knowledge of latest technologies, trends and best practices in the domain of e-learning (Ex. Knowledge of authoring tools like Articulate Storyline, Wiziq, Adobe Captivate etc.)
- Strong familiarity with recognized e-learning technical standards
- Fluency in written and spoken English and Hindi