



Center for Tropical Medicine

Universitas Gadjah Mada

The Regional Training Center (RTC) – Center for Tropical Medicine FKK-MK Universitas Gadjah Mada, a value-based, community-oriented public health research and training based in Yogyakarta, is looking for:

IT Officer

Job summary

The IT officer (Instructional Designer) primary responsibilities are to manage the IT & Design Requirements in the e-learning course. This involves managing the LMS (Learning Management System) administration, Wordpress administration, IT Support, and other supporting tasks.

This position is for an initial one year period, to be extended if deemed to be in the best interests of the team and availability of funding. The successful candidate will be based in our office on 75% FTE.

Essential Qualification

1. Bachelor's Degree / Diploma in IT / Any other specification related to IT or equivalent through experience, certifications in instructional design or related field preferred.

Skills

1. Good design skills using various preparatory & open source software.
2. Ability to learn new tools and skill using various web tutorials.
3. Proficiency in working on basic software (Windows, Office applications and others).
4. IT Troubleshooting skills
5. Good online searching skills
6. Intermediate or advanced experience in at least one: website design, graphic/visual design, analytics software, or video editing and production.
7. Understanding of learning theories and matters of educational equity and their relevance to online and blended instruction in higher education.

Experience

1. 1-2 year of experience in coordination of training and capacity building activities.
2. At least one year of hands-on experience creating, editing, and launching instructional content in multiple platforms

Others

1. Personality
 - Results-oriented with a positive outlook and a clear focus on high quality.
 - A natural forward planner who critically assesses own performance.
 - Mature, credible, and comfortable in dealing with senior government people.
 - Keen for new experience, responsibility and accountability.
 - Able to get on with others and be a team-player.
 - Able to work with less directions.
2. Personal situation
 - Able to commute reliably to office base.
 - Able to work extended hours on occasions when required.

Experience

1. **Website:** To redesign, manage and monitor RTC website with others team and its extensions.
2. **Video lecture:** To be able to record, edit and design video lecture for the online training program.
3. **Promotional Material:** To be able to design brochures, flyers and other promotional material for promoting the course.
4. **LMS:** To be able to use the design skills to improve the website and LMS. To be able to actively participate in creating activities in LMS.
5. **People Skills:** Should be a quick learner, team player, good communicator, manage work under short notice and have a keen approach to learning..
6. To be the focal point of all the IT related activity at RTC and provide IT support to the staff RTC when required

How To Apply

- Subject **Lowongan Kerja - IT Officer - Nama**
- Your application consists of a **CV** and a **motivation letter**
- Send your application by email to **training-pkt.fkkmk@ugm.ac.id** by **October 19, 2020**