

Position	IT Manager
Reporting to	Executive Director
Location	Port Moresby, The Voice Inc Head Quarters
Objective	This position manages TVI’s Information Technology systems and the technical operation of the online platform/ learning management system.
Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Degree or equivalent in Information Technology, instructional design, or a field related to the position. 2. A total of one (1) year (12 months) in work experience in the categories below: <ol style="list-style-type: none"> a. One year of experience working with integrated learning and content management systems required and plugins (such as LearnDash, Moodle, iSpring Suites, WordPress, Squarespace, Canva, Elementor, GamiPress, BuddyBoss, Slider Revolution, Storyboards, and Mailchimp). b. One year experience working with implementing instructional design, curriculum design, adult learning principles and measurement strategies as part of a training or learning team. <p><u>Preferred Qualifications: One or more years of experience using:</u></p> <ol style="list-style-type: none"> 1. Remote training tools including Wordpress, Moodle or related LMS 2. eLearning solutions and LMS 3. Content Management System (such as WordPress) 4. Page Builder (such as Elementor) 5. WordPress Plugins’ (such as BuddyBoss, Contact Form 7 GamiPress, OptionTree, SliderRevolution, Social Feed Gallery, The Events, Calendar, W3 Total Cache, WooCommerce, WP Events, and WP Storyboard) 6. Learning Management System (such as LearnDash) 7. Microsoft 365 and Azure. 8. Linux (Ubuntu). 9. Email delivery platforms (such as Sendgrid) 10. Experience managing local networks including wireless networks and firewalls. 11. Experience managing mobile devices including satellite phones. 12. Experience managing domains, DNS, and SSL certificates. 13. Excellent planning and implementation skills 14. Logical thinking to provide a point of contact service to all CleanGen members 15. Communication software: Outlook, Gmail, WhatsApp, Messenger, Twitter, Instagram, YouTube, and LinkedIn with the aability to read, analyze, and interpret conversations and respond accordingly 16. Ability to operate various types of equipment (connect to router, printer, or projector etc...) 17. Ability to take initiative and handle various tasks simultaneously 18. Able to multi-task in a fast-paced work environment

	<p>19. Efficient in time management and able to function in a fast-paced work environment</p> <p>20. Ability to communicate clearly and concisely-effectively submit information and respond to questions from Program Coordinator, Executive Director, Office Manager, and the TVI Staff</p>
Remuneration	Rates are competitive with level of experience.
Application Process	<p>To apply please email:</p> <ol style="list-style-type: none"> 1. Your Resume 2. Response to selection criteria of no more than 2 pages 3. Optional Cover letter of no more than 1 page <p>To: info@thevoicepng.org</p> <p>Deadline for applications is: Friday 3rd of May, 2024. For more information call: 7203 2055 or email us on the above address.</p>