

Foundation for the Global Compact

Job Opening | Consultant, Learning Management System (LMS)



Posting Title: Consultant, Learning Management System (LMS)

Location: Remote

Term: 12 -16 weeks (40 hours per week)

POSITION SUMMARY

The United Nations Global Compact Academy aims to provide corporate professionals around the world the knowledge and skills needed to accelerate and mainstream sustainable business practices at scale. To support these efforts, the UN Global Compact is seeking a highly motivated learning management consultant to support our LMS platform expansion, 2022 course portfolio set up, and community growth.

DUTIES AND RESPONSIBILITIES

- Assess current use of LMS capabilities and make recommendations for future improvements to user experience, content management, workflow processes
- Lead the implementation of improvements to LMS user experience and navigation
- Lead all administrative and technical aspects of LMS system – daily operation, uploading content, course creation, assigning, maintaining, and reporting on learning content
- Administer communications through the platform and Pardot, establishing automated notifications, emails, and reminders
- Develop course completion certification process and opportunities for participants to share outcomes and impact across the community
- Troubleshoot learning path and course accessibility issues as needed
- Pull status reports; report out on key insights and data trends; make suggestions to boost engagement
- Train team members on LMS functionalities as needed and answer questions

CORE VALUES:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.

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- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

QUALIFICATIONS

- A first-level university degree in business administration, management, education, or a related field
- Minimum of three years of relevant experience from learning and development, education, capacity-building projects, or innovation processes. Experience working in sustainability is desirable, but not required.
- Experience administering learning management systems (ideally Docebo) and/or other digital engagement and learning tools.
- Knowledgeable of CSS (ideally)
- Strong customer-centric focus and experience from learning experience development
- Strong written and verbal communication skills
- Commitment to quality and detail-oriented
- Demonstrated experience with problem-solving and critical thinking

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to **hrinquiries@unglobalcompact.org** with the subject heading: **Consultant, Learning Management System (LMS)**
 - Cover Letter
 - Resume/CV
- Applications will be accepted until **January 21, 2023**
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!

The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.