



Position: IT Manager – Learning Solutions

Sector: Education

Location: Dubai

About the Company

Genesis Institute, based in Dubai Knowledge Village, is a dynamic, fast growing and innovative organization. We provide effective financial education and training to a broad range of clients and individuals. Our passion for teaching has, in a short space of time, built an enviable reputation for lively, interactive and high quality courses.

Working for Genesis

If you are looking for a fast paced organisation where innovative ideas are actively encouraged and implemented, then Genesis is the place for you.

For the Genesis Team, achieving educational excellence is our passion, so coming to work is not a chore... we work hard because we enjoy it. We also recognise a healthy work/life balance as a top priority, so we're flexible to your needs and commitments outside of work.

Description

The role of the Information Technology Manager is to develop and implement strategies for all solutions including:

- Learning Management System (LMS)
- Student Information System (SIS)
- Content Management System (CMS)
- Customer Relationship Management (CRM)
- Website design, development and E-commerce
- Faculty and Course Scheduling

Responsibilities

- Proactively promote technological innovation in the use of learning, teaching and operations
- Define detailed project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and managing the efforts of third-party contractors
- Develop and deliver progress reports, proposals, requirements documentation, and presentations
- Define project's objectives and oversee quality control throughout its life cycle
- Enable and support all staff and external users in the training needed to utilize new technologies
- Administer, configure and maintain systems, database and reports as per requirements

- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.

Qualification

- University degree in Computer Science or Information Technology

Experience

- At least 3-5 years experience in successfully managing all aspects of planning and implementing learning technology solutions
- Experience in database and web technologies

Technical Proficiency

- Advanced understanding of databases
- Competent and proficient understanding of platforms
- Solid working knowledge of current web technologies
- Strong familiarity with project management software
- Familiar with programming languages

Skills

- Ability to come up with innovative, effective ideas
- Ability to take ownership of a task from start to finish
- Ability to work in a small team. This calls for a high degree of communication and coordination
- Work with minimum supervision and control
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Reacts to project adjustments and alterations promptly and efficiently
- Readiness to roll up his/her sleeves and do the low tech/routine work (especially in a start-up firm)
- Adept at conducting research into project-related issues and products
- Must be able to learn, understand, and apply new technologies
- Excellent written and spoken English skills and good interpersonal skills
- Strong presentation skills
- Excellent design sense
- Cheerful and positive attitude

Please forward your CV to careers@genesisreview.com