

CALL FOR VACANCY
Ad hoc Staff – Training Manager LMS Expert
CAWTAR – Centre of Arab Women for Training and Research
Call for vacancy ref: Digiwave_002

CAWTAR invites qualified professionals to express their interest for an ad hoc staff position of Manager LMS Expert to support the implementation and management of Interreg NEXT projects and other international cooperation initiatives, as well as additional tasks assigned within CAWTAR's programmes and operations.

1. Institutional Background

The Centre of Arab Women for Training and Research (CAWTAR) is a regional organization based in Tunis, working on gender equality and women's empowerment through research, capacity building, advocacy, and regional cooperation programmes. CAWTAR implements multiple projects funded by international donors, including the European Union (Interreg NEXT), GIZ, UN agencies, and other development partners. These projects span areas such as financial inclusion, digital transformation, women's economic empowerment, and sustainable development.

2. Objective of the Assignment

The Training Manager / LMS Expert will be responsible for the coordination, implementation, monitoring, and continuous improvement of training programmes and digital learning systems (e-platforms and networks), in full compliance with donor requirements and CAWTAR internal procedures.

The selected candidate will ensure the quality, coherence, and effectiveness of training delivery, including face-to-face and online components, while managing and optimizing the Learning Management System (LMS) and digital learning tools.

The selected candidate will also contribute to programme development, reporting, and other institutional tasks, as required by CAWTAR management..

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3. Scope of Work and Key Responsibilities

Under the supervision of CAWTAR Executive Management, the Training Manager / LMS Expert will be responsible for, including but not limited to:

A. Training Programme Coordination

- Ensure the effective implementation of training and capacity-building programmes in line with approved plans and donor requirements

- Coordinate training cycles, learning pathways, and support activities
- Ensure coherence between training content, delivery methods, and support services
- Coordinate with trainers, experts, and service providers
- Ensure proper planning, execution, and follow-up of training activities
- Manage and coordinate CAWTAR's network of trainers and experts, including mobilization, planning, follow-up, and performance monitoring

B. LMS Management & Digital Learning

- Manage and administer the Learning Management System (LMS)
- Coordinate the integration, updating, and quality control of e-learning content
- Ensure proper user management, access, and learner tracking
- Monitor learners' progress, engagement, and completion rates
- Generate reports and analytics to support programme monitoring and improvement

C. Reporting, Monitoring & Compliance

- Prepare and contribute to technical reports related to training and learning activities
- Monitor indicators, outputs, and deliverables
- Ensure compliance with donor requirements, procedures, and timelines
- Contribute to monitoring, evaluation, and continuous improvement of programmes

D. Financial Follow-up

- Coordinate with CAWTAR's Financial Unit on budget monitoring of training-related activities
- Ensure eligibility and proper documentation of expenses
- Support audits, verifications, and financial reviews

E. Communication & Visibility

- Contribute to communication and dissemination activities related to training programmes
- Ensure alignment between training implementation and visibility outputs
- Support the preparation of communication and learning materials when needed

F. Stakeholder Engagement & Partnerships

- Engage with national and regional stakeholders, trainers, and beneficiaries
- Support networking, partnerships, and outreach activities
- Contribute to institutional visibility and programme promotion

G. Internal Coordination & Institutional Support

- Coordinate internally with CAWTAR teams (technical, financial, communication)
- Ensure proper documentation and internal reporting
- Contribute to programme development and innovation in digital learning
- Perform any other tasks assigned by CAWTAR management

4. Expected Outputs

- Effective and high-quality implementation of training programmes
- Well-managed and functional LMS platform
- Timely submission of technical reports and monitoring data
- Strong coordination with trainers, partners, and stakeholders
- Proper financial follow-up and technical monitoring and audit readiness
- Contribution to CAWTAR's institutional development and digital learning systems

5. Duration & Contractual Modalities

- Type of contract: Ad hoc staff (framework modality)
- Start date: 01 July 2025
- Daily rate : 120 euro (per 8 working hours)
- Duration: 36 months
- Working modality: Based on needs and validated timesheets
- Duty station: CAWTAR office, Tunis, with possible travel

Important Note on Staff Status:

- The selected candidate will be considered ad hoc staff working under the same conditions as permanent CAWTAR staff, and will benefit from the same rights, obligations, and privileges, in accordance with CAWTAR internal policies and procedures.

6. Required Qualifications & Experience

Mandatory Requirements

- University degree in Education, Digital Learning, Project Management, Social Sciences, Engineering, or related fields
- Proven experience in training programme coordination and/or LMS management
- Experience in EU-funded or international cooperation projects is an asset
- Strong experience in digital learning tools, LMS platforms, or online training systems
- Strong organisational, analytical, and coordination skills
- Ability to work in a multicultural and multi-partner environment.