

Project Manager, Digitalisation

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Город:	Бишкек	
Занятость:	полная занятость	
График работы:	09:00-18:00	



University of Central Asia

Адрес

125/1 Toktogul Street, Bishkek

Web

<http://www.ucentralasia.org>

Информация

Общие сведения

CTLT

The Centre for Teaching, Learning and Technology (CTLT) supports everyone who teaches at UCA, across the School of Arts and Sciences, the Graduate School of Development and the School of Professional and Continuing Education. Grounded in UCA's context as a residential university with campuses in remote mountain regions, it promotes teaching practices that fit UCA's learning environment.

CTLT works in three areas: digital and distance learning, teaching development, and scholarly practice. Its aim is to establish UCA as a leader in digital and distance learning and in outcomes-based curriculum and assessment. It leads the University's digital and distance learning strategy, from guidance on educational technology and the learning management system to fully online and blended courses for delivery across campuses. Its work is evidence-based and grounded in the Scholarship of Teaching and Learning (SoTL).

Purpose

The Project Manager, Digitalisation will plan and deliver digital learning projects, including projects that use AI, across UCA's undergraduate, postgraduate and continuing education programmes. The postholder will work with CTLT, IT, faculty and academic leaders to turn agreed priorities into well-scoped projects and see them through to delivery on time, within budget and to agreed quality.

Reporting

The Project Manager, Digitalisation will report to the Director, CTLT. They will work closely with the CTLT team, UCA's IT department, faculty and academic leaders in the School of Arts and Sciences, the Graduate School of Development and the School of Professional and Continuing Education, and external partners and donors

Требования

Qualifications

Education

- A master's degree in education, educational technology or a related field. Training or certification in project management or e-learning design is an asset.

Experience and Knowledge

- At least 5 years' experience managing digital learning AI and/or EdTech including planning, delivery and reporting.
- Working knowledge of AI tools in education, including their potential, limitations and risks.
- Working experience with learning management systems and online course platforms, and a sound understanding of online and blended learning.
- Experience designing and facilitating workshops or training for educators.
- Experience contributing to institutional policies, strategies or guidelines.

Desirable

- Knowledge of personal data protection principles.
- Understanding of academic integrity issues.
- Training or certification in project management or e-learning design.
- Professional contacts in education and EdTech in Kyrgyzstan or Central Asia.

Abilities

- Ability to define success measures (learner progress, engagement, retention, score gains) and make data-informed decisions.
- Strong planning and organisation, with the ability to manage several projects and deadlines at once.
- Initiative in spotting problems and solving them.
- Excellent communication and interpersonal skills, and the ability to work well with faculty, technical teams and partners.

Languages

- Fluency in oral and written English and Russian. Knowledge of Kyrgyz or Tajik is an advantage.

Applicants should submit a portfolio of completed projects.

Обязанности

Key Accountabilities

Project planning

- Work with schools, programme leaders and instructors to identify and scope digital learning projects from agreed priorities, with clear goals, success measures, budgets and timelines.
- Contribute to grant applications and funding proposals for digital learning and AI initiatives.

Project delivery

- Manage a portfolio of digital learning projects from planning through pilot to launch.
- Coordinate teams across CTLT, IT, academic units and external partners, and keep work on time, on budget and to agreed quality.
- Identify project risks early and put mitigation measures in place.
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Track progress against success measures, and report results and lessons learned to the Director/CTLT, University leadership and funders.

Digital Tools and AI

- Keep informed of good practice in digital learning and AI in education, especially in relation to the context of UCA.
- Pilot approved new tools and approaches, including AI-supported tools, with attention to their limitations and risks.
- Advise on the selection and evaluation of digital tools and platforms, working with IT.

Policy Implementation

- Advise the Director where UCA policies, guidelines or processes on digital learning and AI need updating.
- Support the implementation of UCA's Policy on Digital Learning and Artificial Intelligence across schools and campuses, including data protection and academic integrity requirements.

Workshops and capacity building

- Design and deliver workshops and training for faculty and staff on digital learning tools and the responsible use of AI in teaching and assessment.
- Advise faculty and programme teams on online, blended and AI-supported course design.

Stakeholder engagement

- Build working relationships with faculty, academic leaders and administrators across UCA's schools and campuses.
- Represent CTLT at meetings and events as requested by the Director.
- Liaise with external partners, donors and vendors on project delivery.

Условия

How to Apply

Ready to join our team? We kindly invite you to submit your application for this position by clicking the Apply button on this page. To facilitate a smooth application process, please create an account on our website. Be assured that the account setup and application steps are straightforward. Applications will be reviewed when received. Early applications are strongly encouraged. Only shortlisted candidates will be contacted. Review other job vacancies at: <https://ucentralasia.org/career-opportunities>

О компании

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Kazakhstan, Kyrgyzstan and Tajikistan, and His Late Highness Prince Karim Aga Khan IV; ratified by their respective parliaments and registered with the United Nations. The Presidents are the Patrons of the University and His Highness Prince Rahim Aga Khan V is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education and becoming a leading research university in the region and internationally. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org