

eLearning Content Development Intern in Geneva (Reference: 21/HQ/PI)

BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH and PANDA Initiatives. The IMPACT team comprises specialists in data collection, management and analysis, and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

The objectives of IMPACT's Project Appraisals and Assessments (PANDA) activities include the improvement of the effectiveness, efficiency and efficacy of humanitarian and development interventions. PANDA supports the entire humanitarian programme cycle, including programme design, assessments, baselines, monitoring and evaluation. PANDA operates as a business unit of IMPACT Initiatives, providing independent consultancy services to its clients. PANDA's expertise includes independent third-party monitoring, impact evaluations, sector response monitoring and evaluation. Through the assessments conducted by PANDA, humanitarian actors and partners can understand the impact and efficiency of their programmes and response and develop their work based on the information. In addition, PANDA aims to build the capacity of local and international actors to gain a better understanding of crisis dynamics in order to better respond to crisis and shocks. Through PANDA, IMPACT provides trainings and tools for information management, assessments, M&E, GIS and peer-to-peer learning.

We are currently looking for an Intern to assist the Global PANDA team at HQ.

Department: PANDA

Position: eLearning Content Development Intern

Contact duration: 6 months

Location: Geneva

Starting date: ASAP

POSITION PROFILE

PANDA Learning is currently rolling out a learning solution to one of its clients, UNHCR. The learning solution delivers, via an online Learning Management System (LMS), self-paced training material to build the information management, and monitoring and evaluation capacity of their country field office staff, specific in the area of designing and conducting assessments on the performance of UNHCR humanitarian shelter interventions.

Under the direction of the Direct Partner Support Coordinator, the intern will be responsible for updating existing, and developing new learning material by designing graphics, animations and participant interactions such as online quizzes and tests.

Additionally, the Intern will support the Global PANDA team with their various administration and reporting obligations, new programme development, and country programme follow-up as necessary.

This position would suit applicants considering a career in the disciplines of information, knowledge, or learning management within the international humanitarian and development sectors.

REQUIREMENTS

- Master's degree in relevant discipline (Social Research, Media/Graphic Design, Information Management, Knowledge Management, Business Administration, Learning Management, or similar)
- Good proficiency with MS PowerPoint. Experience developing and maintaining master template files is highly desirable.
- Creative applicant with an eye for design and detail being able to develop professional looking graphics and layouts, quickly and efficiently.
- Excellent written language, and copy editor skills, being able to draft engaging content and reports.
- Experience with LMS platforms (e.g. Moodle, TalentLMS, LinkedIn Learning etc.), either in a participant, administrator, or content developer context would be an asset.
- Be a team player that commits to working in an open and collaborative manner.
- A positive attitude, commitment to continuous improvement, and ability to work remotely online if required.