**E-Learning Manager**

**About the Role**

We are seeking an experienced E-Learning Manager to lead our e-learning initiatives and drive educational excellence through digital innovation. This role combines strategic leadership with hands-on project management to deliver high-quality online learning experiences. The E-Learning Manager will oversee all aspects of the e-learning ecosystem, ensuring seamless integration of programs, platforms, and resources to achieve organizational goals.

**Key Responsibilities**

* Leadership & Vision
	+ Develop and execute strategic and operational plans for the e-learning unit aligned with organizational goals.
	+ Identify opportunities for innovation and growth in digital learning offerings.
	+ Establish and maintain quality standards for all e-learning programs.
	+ Monitor and adapt to emerging trends and advancements in e-learning technologies, methodologies, and industry standards to ensure the platform remains competitive and innovative.
* Project & Resource Management
	+ Oversee and coordinate the delivery of multiple e-learning projects, ensuring timely, cost-effective, and high-quality execution.
	+ Manage resource allocation and budget planning for all e-learning initiatives.
	+ Create and maintain project timelines, milestones, and deliverables.
	+ Monitor project risks and implement mitigation strategies.
	+ Identify when to utilize external vendors, freelancers, or outsourcing partners to complement internal capabilities, ensuring project efficiency and delivery.
* Stakeholder Engagement & Partnership Management
	+ Build and maintain relationships with universities, subject matter experts, and educational partners.
	+ Facilitate effective communication between internal teams and external stakeholders.
	+ Manage partner expectations and ensure deliverables meet agreed-upon specifications.
* Team Leadership
	+ Provide direction and mentorship to the instructional design and video production staff.
	+ Foster a collaborative work environment that promotes creativity and innovation.
	+ Coordinate cross-functional team activities and ensure efficient workflow.
	+ Conduct regular team meetings and performance reviews.
* Performance Analysis & Optimization
	+ Define and implement metrics and KPIs to evaluate program success, aligning them with organizational objectives.
	+ Analyze learning outcomes and program performance data.
	+ Drive continuous improvement through data-driven decision making.
	+ Present performance reports to senior management.

**Required Qualifications**

* Bachelor's degree in education, instructional design, education technology, computer science, computer engineering, or a closely related field. A master’s degree is a plus.
* At least 5 years of experience in managing e-learning programs in higher education or corporate training settings, including 3 years in a leadership or managerial role overseeing teams and initiatives.
* Proven track record of delivering successful e-learning projects on time and within budget.
* Strong understanding of instructional design principles, adult learning theories, and curriculum development.
* Extensive experience managing and configuring Learning Management Systems (e.g., Moodle, Blackboard, Canvas) to deploy, track, and report on online learning programs.
* Proficiency with e-learning authoring tools (e.g., Articulate Storyline, Adobe Captivate) to design and develop interactive and engaging course content.
* Experience with video production processes and multimedia content creation to support the development of engaging learning materials.
* Excellent project management and organizational skills, with the ability to manage multiple initiatives simultaneously.
* Proven leadership and team management abilities, fostering collaboration and productivity across cross-functional teams.
* Analytical mindset with the ability to interpret data, assess learning outcomes, and make evidence-based decisions.
* Outstanding communication and interpersonal skills, with experience engaging diverse stakeholders.
* Fluency in English and Arabic, both written and spoken.