



Pacific Theological College

Education by Extension

mail: PTCEE, PO Box 388, 78 Vuya Rd, Suva, Fiji Is.
visit: office near main PTC gate, Vuya Rd/seaside
email: ptcee@ptc.ac.fj facebook: [Ptcee Suva](https://www.facebook.com/PtceeSuva)

landline: (+679) 330 7989
mobile/whatsapp/viber: (+679) 9080754
web: www.ptc.ac.fj/ptcee twitter: [@PTCEdbyEx](https://twitter.com/PTCEdbyEx)

Learning Management System (LMS) Administrator

Purpose of Post:

To have key responsibility for the set-up, start-up and maintenance of a Virtual Learning Environment (VLE) for the Pacific Theological College's Education by Extension Programme.

Responsibilities:

- To be the technological lead for Project PTCEE
- To design, cost, set up and deliver a MOODLE based VLE within budget
- To oversee all purchase and installation of necessary hardware and software
- To oversee and document each aspect of the specific project being worked on
- To test, troubleshoot, back up and ensure smooth operation of the systems
- To customise MOODLE for PTCEE needs, including:
 - migration of existing students records
 - uploading of present print-based materials
 - ensuring new students can navigate the VLE
- To provide first line support and training to PTC staff, external partners and learners
- To work collegially and helpfully with existing IT staff at PTC, promoting mutual support and co-operation

Person Specification:

You will be the first point of call for all VLE based queries and therefore must have excellent IT skills, be highly organised, and be able to resolve issues in a constructive and relational way.

Essential requirements:

- High level of IT competence
- Proven experience in the IT systems set up and management required for the MOODLE VLE
- Media production ability (audio and video)
- Some knowledge of open access and blended learning in higher education
- Attention to detail and deadlines
- Sympathy with the Christian faith and the ethos of the Pacific Theological College

Personal qualities:

- Honest, trustworthy and dependable
- Encouraging and patient with new learners and users
- Resilient, with a 'can-do', problem solving attitude

Reports to:

The Director, PTC Education by Extension Programme

