



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

SEQ. NO:	POS. NO
	DFCS.067
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Learning Management System Officer
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> Learning Management System Officer
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Nil
<b>BRANCH:</b> Financial Management Training	<b>IMMEDIATE SUPERVISOR</b> Senior Learning Management System officer
<b>SECTION:</b> Learning Management System Unit	<b>LOCATION</b> (Waigani) Twin Tower 1

#### Purpose and Accountabilities of the position

- The LMS officer reports to the Team Leader LMS through Senior LMS officer.
- The **Learning Management System (LMS) Officer** supports the Senior LMS officer in the effective administration, maintenance, and optimization of the LMS platform used by the Financial Management Training Branch.
- This role ensures the smooth delivery of financial management training programs by providing technical support, managing content, and analyzing data to enhance user experience and training outcomes.
- The LMS Officer plays an important role in implementing system improvements, supporting users, and ensuring the LMS aligns with the branch's training objectives.

#### PERSON AND POSITION SPECIFICATIONS

##### Qualifications:

- A bachelor's degree in **Information Technology, Education Technology, Business Administration**, or a related field.
- Certification in **Learning Management Systems** (e.g., Moodle, Blackboard, or similar) is desirable.
- A minimum of **2 - 3 years of experience** in LMS administration, e-learning support, or a related role.

##### Knowledge:

- Strong understanding of **Learning Management Systems** and e-learning technologies.
- Familiarity with **financial management principles** and training programs, particularly in a government context.
- Knowledge of **e-learning standards** (e.g., SCORM, xAPI) and **multimedia integration**.
- Awareness of **data privacy regulations** and **cybersecurity best practices**.

##### Skills:

- Proficiency in **LMS administration**, including user management, content upload, and troubleshooting.
- Strong **data analysis and reporting skills** to monitor training effectiveness.
- Excellent **communication and interpersonal skills** to support users and collaborate with stakeholders.

Date: 24, 09, 2025

- Basic **project management skills** to assist in LMS-related projects.

#### **Abilities:**

- Ability to troubleshoot technical issues and provide timely solutions.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to new technologies and evolving training needs.
- Strong organizational skills to manage multiple tasks and deadlines.

#### **Principal Liaisons**

##### **Internal:**

- LMS Team Leader and Financial Management Training Branch staff.
- Corporate Services Division IT team.
- Department of Finance HR and training coordinators.
- Other government departments using the LMS.

##### **External:**

- LMS software vendors and technical support teams.
- External training providers and consultants.

### **Key Areas of Responsibility**

#### **1. LMS Administration and Support:**

- Assist the Senior LMS Officer in the day-to-day operation and maintenance of the LMS.
- Manage user accounts, roles, and permissions under the guidance of the LMS Manager.
- Provide technical support to users, resolving issues promptly and escalating complex problems as needed.

#### **2. Content Management:**

- Upload, organize, and update training materials on the LMS in collaboration with trainers and instructional designers.
- Ensure content compatibility with the LMS and adherence to technical standards.
- Integrate multimedia elements (e.g., videos, quizzes) to enhance learning experiences.



### 3. User Training and Support:

- Conduct training sessions and workshops to help users navigate the LMS effectively.
- Develop user guides, FAQs, and other support resources.
- Monitor user feedback and suggest improvements to enhance system usability.

### 4. Data Reporting and Analysis:

- Generate and analyze reports on training participation, completion rates, and user engagement.
- Assist in identifying trends and gaps to improve training effectiveness.
- Ensure data accuracy and compliance with reporting requirements.

### 5. System Improvement and Innovation:

- Stay updated on emerging trends in e-learning technologies and propose innovative solutions.
- Assist in implementing system enhancements and upgrades under the direction of the LMS Manager.
- Support LMS-related projects, such as migrations or integrations with other systems.

## Key Result Areas (KRAs):

**Key Result Area 1:** Ensure the LMS is functional, user-friendly, and aligned with training objectives.

- Deliverables: High system uptime, user satisfaction, and seamless content delivery.

**Key Result Area 2:** Provide effective technical support and training to LMS users.

- Deliverables: Timely resolution of user issues, high user adoption rates, and positive feedback.

**Key Result Area 3:** Deliver accurate and actionable data reports to support decision-making.

- Deliverables: Regular reports on training metrics, insights for improvement, and compliance with standards.

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

## STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

Learning Management System Officer

  
**DEPARTMENT OF FINANCE**  
**APPROVED JOB DESCRIPTION**

Date: 24.09.2025

I (insert employee name) ..... have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **Learning Management System Officer, Gr.12**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name: ..... Date: .....

Employee Signature: ..... (Print)

Supervisor Name: ..... Date: .....

Supervisor Signature; ..... (Print) Supervisor Title: .....

Department Head Name: ..... Date.....

Department Head Signature: ..... Division Head Title: .....