

LMS Administrator

Position title: LMS Administrator

Location: Worldwide

Category: FTA International

Level: S4

Duration: One Year (Renewable)

Department: Learning Commission

Supervisor/Report to: Global Learning Manager

Job type: Voluntary Service (VS) Part-Time

Overview

The Fédération Internationale de la Jeunesse in English International Youth Federation (IYF), is an international non-profit youth organization network governed by the present Statutes and the Swiss Civil Code. It is politically neutral, and non-denominational, aiming to empower youth worldwide.

The IYF is a global youth network, an organization advocating for change and connecting countries to knowledge, experience and resources to empower young people across the world. IYF works in over 50 countries and territories, helping to achieve youth empowerment and improve the status of youth.

The IYF Learning Commission (IYFLC) is responsible for designing strategies, solutions, tools, and services that enable and facilitate more effective and impactful staff learning programmes, projects and activities.

Function: Manages the design, development, and implementation of interactive eLearning courses, with a focus on ensuring technical functionality, user experience, and instructional effectiveness.

Mission Statement

To voluntarily represent, positively promote, and uphold the mission of “Empowering youth for a better world” in various programs and opportunities throughout the IYF interventions across member countries.

Responsibilities

- Install, configure, and maintain Moodle LMS and plugins and permissions.
- Support course creation, publishing, and backups.
- Customize Moodle layout and themes (HTML, CSS, basic PHP).
- Integrate third-party tools (Zoom, Google Workspace, SSO).
- Provide technical support and troubleshoot issues.
- Generate reports on user activity and course performance.
- Conduct user training and create documentation.
- Ensure data security and compliance (GDPR).
- Monitor system performance and suggest improvements.
- Manage user accounts, roles.

Competencies

Design (Level-3) *Ability to recognize what changes are required and create a path for improvement using existing knowledge, problem solving skills, creativity and original ways of working.*

Mobilize (Level-3) *Ability to identify resources and activities that individuals and organizations will undertake to support the IYF's strategic goals and objectives. Engage and influence appropriate donors by building win-win relationships.*

Empower (Level-3) *Empowerment is a practice of giving team members skills, authority, opportunity and motivation so that they can take initiative and make decisions to solve problems and improve performance. It also means holding people accountable for outcomes of their actions.*

Functional Competencies

- **LMS Administration:** Proficient in configuring, maintaining, and upgrading Moodle or similar LMS platforms.
- **Course Management:** Strong understanding of course creation, publishing, structure, and user permissions.

Experience

- B2–3 years of hands-on experience administering Moodle or any equivalent open-source LMS.
- **Preferred Experience Includes:**
- End-to-end Moodle setup and configuration.
- Working with teachers or instructional designers to publish and support online courses.
- Custom development of plugins or themes.
- API integrations and SSO setup (OAuth, SAML, etc.).
- Managing system performance, backups, and security audits.
- Training faculty/staff and creating support documentation.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Language

Fluency in English with superior drafting skills is essential.