

<b>Job Title</b>	:	<b>Senior Educational Designer</b>
<b>Department</b>	:	Education Innovation Department
<b>Reports to</b>	:	Project Manager – Education Innovation Department
<b>Location</b>	:	FPD Head Office, Pretoria
<b>Annual salary range</b>	:	R499,090 – R565,472

*(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).*

#### **Purpose of the position:**

The purpose of this role is to design educational products to engage customers and facilitate learning while ensuring compliance with the relevant quality standards.

#### **Scope of work:**

- Create instructional material with the use of authoring software, HTML editors, graphic packages and other multimedia and web development tools for online, contact, distance, and blended courses. This includes the use of the Learner Management System and writing of copy to build course frameworks.
- Participate in conceptualisation of new short courses and qualifications.
- Maintain project documentation and course folders.
- Project manage the development of new courses and or qualifications and the update thereof, including contracting subject matter experts, managing subject matter experts, processing payments, ensuring graphic design elements are completed (contracting individuals if necessary).
- Manage relationships with projects stakeholders (internal and external).
- Maintenance and continuous quality improvement of material including formatting, basic language editing, visual language application.
- Usage of the Learning Management System (software application) for administration, documentation, tracking, reporting, automation and delivery of educational programmes.
- Answer technical support questions relating to course design and Learner Management System functionality.
- Support all content quality assurance processes and audits.
- Collect and compile documentation for submission to the relevant regulatory bodies for accreditation and compliance as an institute of private higher education.

- Collect and compile documentation for submission to the relevant Continuous Professional Development (CPD) Accrediting Body for registration of and compliance as a CPD Service Provider and award of CPD points to courses and qualifications.
- Maintain currency in professional practice, learning technologies and learning design.
- Adhere to professional practice, appropriate use of technologies and application of policies and procedures.
- Ensure processes and procedures are adhered to, ensuring the quality of training materials.
- Contribute to the FPD scholarship of teaching and learning by assisting in the design of professional development programmes for academic staff.

#### **Qualifications:**

- A relevant qualification on NQF level 7 in higher education, curriculum development, instructional design or another related discipline (essential).
- Postgraduate qualification in higher education, curriculum development, instructional design (advantageous).
- Short course certificates in curriculum development, instructional design, assessment, facilitation (advantageous).

#### **Experience:**

- Work experience within the field of higher education, curriculum development and instructional design is key to performance in this role.
- Minimum 5 years' experience in a similar position.
- Minimum 5 years of experience working with e-learning authoring tools, HTML editors, graphic packages.
- Minimum 5 years of experience working on Learner Management Systems.
- Experience in creating visually appealing learning and teaching material.
- Experience with regulatory matters in the education field.
- Project management experience.

#### **Additional requirements:**

- Understanding and applying various instructional design models (e.g., ADDIE, SAM, Constructivist models) to guide the development process.
- Proficiency with e-learning authoring tools and Learning Management Systems (LMS) to create and deliver online courses. e.g. Canvas, Learn Worlds, Moodle.
- Use of instructional design software (e.g. H5P, Genially)
- Proficiency in reading, speaking, and writing English.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).

**Application process:**

Interested candidates should apply by accessing the following link:

<https://vacancies.fpdsiu.co.za/>

**Closing date for applications:**

31 August 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

**Please note:**

Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The company reserves the right not to make an appointment.