



Arigatou International

Terms of Reference
Arigatou International E-learning Program Manager
Ethics Education Initiative, Geneva, Switzerland

Background

Arigatou International is an international faith-based NGO committed to building a better world for children. An initiator and sustainer of partnership-based initiatives to secure child rights and foster children's well-being, Arigatou International seeks to maximize the potential of interfaith cooperation, and always strives to empower and involve children and youth.

Holding special consultative status with [ECOSOC](#) and consultative status with [UNICEF](#), Arigatou International liaises and works jointly with UN agencies and other NGOs to foster cooperation within a rights-based approach to the profound issues faced by children and youth today. For Arigatou International, the full implementation of the [UN Convention on the Rights of the Child \(CRC\)](#) is a critical goal and essential step on the path to a world that is healthy and just for all children and youth.

At the [Special Session on Children of the United Nations General Assembly](#) in May 2002, Arigatou International proposed the establishment of the [Interfaith Council on Ethics Education for Children](#) as a unique contribution of people of faith to the wellbeing of children and to contribute to the full implementation of the CRC. With the help of the experts on the Council and the cooperation of UNESCO and UNICEF, in 2008 Arigatou International published Learning to Live Together: An Intercultural and Interfaith Programme for Ethics Education.

The Arigatou International office in Geneva, Switzerland manages the Ethics Education initiative through its enhancement, further development and partnerships. It also serves as liaison office with UN agencies and child-rights-focused NGOs.

Arigatou International in Geneva is currently looking for a highly qualified E-Learning Manager for its Ethics Education Initiative to develop, coordinate and implement an e-learning strategy and projects. Arigatou International in Geneva is currently conceptualizing an e-game based on its Learning to Live Together Manual to reach out many more children around the world. This is a very innovative project that aims to bring entertainment and education for peace together and promote intercultural and interfaith learning across borders. Arigatou International is also interested to develop other e-learning programs for educators to support their training and enhance the monitoring and evaluation of their programs.

The E-learning Program Manager will be in charge of coordinating the strategic development of Arigatou Ethics Education e-learning programs for adults and children and supporting the visibility of the Ethics Education initiative through different media channels.

Responsibilities of Arigatou International E-learning Program Manager

- Coordinate the strategic development and implementation of the Arigatou Ethics Education e-learning programs for educators;
- Manage the design, development and implementation of an e-game for children based on the Arigatou *Learning to Live Together* manual;
- Support the development of partnerships to implement and scale up Arigatou e-learning programs;
- Support the ethics education training programs through the development of Webinars and e-discussions with trainers and facilitators;
- Develop and coordinate a media strategy to ensure proper and continuous interaction with partners and other audiences;
- Represent Arigatou International in Geneva when appropriate in meetings and conferences.

Requirements:

- Post-graduate studies in a relevant field (Preferably education, development studies, child rights, political science, or any other relevant field);
- At least four years of working experience developing and implementing e-learning programs and curriculum, including web-based and computer based trainings, e-games and edutainment, particularly for children and youth;
- Minimum three years of experience with standard e-Learning development tools: Articulate, Captivate, Dreamweaver, Flash; Photoshop, some knowledge of HTML and JavaScript;
- Strong knowledge of emerging e-learning theories, concepts and standards;
- Experience with Plateau/Success Factors or similar Learning Management Systems; as well with multi-user virtual environments and collaborative learning;
- Knowledge and experience using media for engagement of online audiences;
- Demonstrated knowledge of and experience with the concepts and issues of intercultural and interfaith education, and interest in ethics, child rights and peace education;
- Experience working with clients and managing partnerships;
- Excellent written and verbal communications skills;
- Excellent computer skills: MS Word, PowerPoint, Excel and Publisher
- Strong attention to detail in all tasks, creativity and result-orientation;
- Excellent organizational skills: the ability to manage, track and follow-up on various efforts and projects;
- Excellent command of English both spoken and written; good working knowledge of French or Spanish is desirable;
- Good interpersonal skills and cultural sensitivity: the ability to work in a multicultural environment and successfully interact with people from different cultural and religious backgrounds;
- Flexible work attitude: the ability to work under pressure and short timelines without compromising quality; the ability to follow direction and effectively learn and work in a multicultural environment as well as self-motivate.

Reports to: Maria Lucia Uribe, Director Arigatou International, Geneva

Timeframe: This is a full time position. The e-learning Program Manager will start as soon as possible.

Duration: Initial contract for one year.

Location: Arigatou International, Geneva, Switzerland.

Compensation: Salary in line with other international NGOs. No relocation assistance is provided. Applicants should be able to work in Switzerland.

Applications including CV and motivation letter should be submitted to uribe@arigatouinternational.org by Friday, 9th August 2013.