



Global Learning Manager **90-100%, Globethics Head Office Geneva, Switzerland**

Globethics is looking for a **Global Learning Manager** to join the team for the development, coordination and implementation of innovative and effective learning experience concepts for its online, blended-learning and onsite executive [courses](#) and trainings. The courses and trainings are offered by the Globethics Academy in collaboration with the Globethics regional centres, academic institutions, or organisations from the private, public, or civil society, for an international audience of executives working in diverse sectors. This new position is embedded in the organisation's commitment and strategic orientation toward the quality educational programmes around ethical leadership for a just, inclusive and sustainable world.

Job Description

The Global Learning Manager reports to the Academic Dean, who is also the Head of the Academic Department. The post is assigned to the Globethics Academy. The responsibilities include but are not limited to the following specific duties:

- Actively participate in the development of an innovative ethics education ecosystem across the organisation and in line with its strategic orientation and objectives;
- Contribute to identifying stakeholders and defining their educational needs in relation to Globethics offer;
- Contribute to identifying the best capacities and expertise needed for a successful delivery of courses and trainings;
- Autonomously designing/reviewing, testing and promoting courses in collaboration with colleagues, subject matter experts, and partners;
- Managing the learning portfolio according to Globethics project management, MEAL, and budget frameworks.
- Managing the LMS (Moodle platform) and ensuring learners' successful experience in engaging with the online content;
- Assuring academic records management;
- Creating suitable environments for innovative, transformative and cross-culturally rich, as well as contextual learning experiences (in English and in other languages) for building transferable competencies for positive societal change;
- Collaborating with department and regional centre colleagues, and partners on the co-creation and marketing of jointly delivered and co-certified courses and training offers (online, hybrid and onsite);
- Liaising and collaborating with subject matter experts for the development of quality content and assisting in the delivery of courses and training within a coherent and streamlined framework;
- Actively contributing to the maintenance, review, development, communication and transmission of the quality assurance framework and culture across the organisation;
- Taking active responsibility for the monitoring, evaluation, accountability and learning processes of the Academy's worldwide educational engagement, its documentation and communication, with particular consideration of impact measurement, and the related data collection through surveys, their analysis and state-of-the art presentation; and
- Ensuring that the development of learning experiences and educational activities worldwide encourages deeper and active engagement with the organisational vision.

Profile

We are looking for a highly qualified, motivated and integrous person who is committed to innovation, creativity and excellence in education, who finds pleasure in working in an international professional environment, has a passion for discovery and learning in collaboration, and who can demonstrate the following experiences, skills and qualities:

- A higher graduate degree (Master) in a discipline related to higher education/education, ethics, and governance. A degree or specialisation certificate in learning experience design, management and/or instructional design would be considered as a strong asset;
- Practical experience in the formation and executive education sector, including face-to-face, online and distance education, of at least five years, including in international frameworks;
- Proven familiarity with the major recent trends and developments in lifelong learning and executive education, in particular related to technology-supported learning environments, methodologies and pedagogical aspects for engaged learning experiences;
- Qualification and experience in the usage of major instructional design software and tools, and virtual learning environments;
- A proven record in implementing project-based learning and teaching, including course design and implementation, preferably in ethics or related areas and disciplines;
- Strong interpersonal and communication skills, with the ability to engage with diverse audiences effectively, respectfully and with intercultural sensitivity;
- A high degree of self-organisation and excellent project management skills;
- Strategic thinking and problem-solving skills, with a demonstrated ability to accomplish tasks and a hands-on attitude; and
- Both written and oral fluency in English, in addition to at least one other language.

Workplace and work permit conditions

The workplace is the Globethics Head Office located at [Chemin du Pavillon 2, CH-1218 Le Grand-Saconnex \(Geneva\)](#). Remote work can be considered.

The applicant is required to have a valid work permit/be eligible to work in Switzerland, e.g. a Swiss or EU national, resident in Switzerland or in neighbouring France (permits B, C or G).

We offer

Globethics is an international non-governmental organisation working for ethical leadership through academic and policy engagement. We offer applicants the opportunity to join a vibrant, dedicated and dynamic team working in Geneva and in seven regional centres..

Contract conditions

The position of Global Learning Manager is offered with an initial three-year contract, which is renewable, with 90 to 100% occupancy.

The salary will be defined according to the salary scale (Manager level) and based on the qualifications of the selected candidate.

Globethics offers flexible working conditions, with the possibility of max. 40% remote work.

This position requires availability for travel when required.

The position is available as of 1 February 2025, or later upon agreement.



We value diversity

Globethics encourages an inclusive culture in line with our [Code of Ethics](#) and values. We promote equity of opportunities, value diversity and nurture a working and learning environment in which the rights and dignity of all our team members and stakeholders are respected.

Application procedure

We look forward to receiving your online application by email (email subject: GE GLM24) with the following information presented in **one PDF document** (file's name should be in this format: Yourfamilyname_GE_GLM24), in the following order:

- Motivation letter (400 words max.)
- CV (3 pages max.)
- Names and contact details of three referees, at least two of them from previous or current workplaces.
- A work sample of a managed learning project, presenting your specific role in it. This can be done by presenting the project in a short paragraph with links to related online content if available, specifying in detail your role in the project.

The application dossier should be submitted to jobs@globethics.net by 17:00 CET on 10 December 2024. Any questions related to the post may be directed to jobs@globethics.net.

Note that only shortlisted candidates will be contacted.

We respect your data privacy. None of the information shared will be used outside of this recruitment process.