

## Project Officer – Learning & Digital Solutions

**Location:** Hybrid / Remote (with availability for coordination across time zones)

**Contract Type:** Full-time

**Reporting Line:**

- Reports to: Director of Learning
- Works closely with: Learning Designers, Multimedia Team, Finance, and Client Focal Points

The Project Officer will be responsible for supporting and managing end-to-end delivery of eLearning and blended learning projects, ensuring that client needs are clearly understood, resources are efficiently coordinated, budgets are tracked, and deliverables are produced to the highest quality standards.

This role is well suited for a professional with a background in learning, education, or instructional design who has grown into — or is keen to deepen — a project management and client-facing role.

### Key Responsibilities

#### 1. Project Coordination & Delivery

- Support the planning, execution, and monitoring of learning and digital projects delivered to clients.
- Translate client briefs, Terms of Reference, and Purchase Orders into clear internal project plans, timelines, and task allocations.
- Coordinate multidisciplinary teams (learning designers, instructional designers, multimedia developers, translators, QA specialists).
- Monitor progress against milestones and flag risks or delays early, proposing mitigation measures.
- Create and maintain project schedule and task assignments, ensuring projects are delivered on time, within scope, and aligned with agreed quality standards.

#### 2. Client Liaison & Requirements Management

- Act as a day-to-day coordination point with client focal points and internal stakeholders.
- Support the clarification and documentation of learning needs, target audiences, and delivery modalities (eLearning, blended, virtual, ILT support).
- Participate in client meetings, take structured notes, and support follow-up actions.
- Ensure client feedback is accurately captured, communicated to the team, and incorporated into project iterations.

#### 3. Learning & Content Oversight

- Work closely with Learning Experience Designers and Instructional Designers to ensure learning solutions align with client objectives.
- Review learning deliverables (storyboards, scripts, courses, multimedia assets) from a project and coherence perspective.
- Support coordination of localization activities (translations, voice-over, QA) across multiple languages.

#### 4. Budget & Resource Tracking

- Support budget tracking at project level, including effort allocation across roles in line with agreed rates and scopes.
- Coordinate with finance and project leads to track budgets and variations.
- Support preparation of cost estimates and internal effort breakdowns for new Purchase Orders.
- Ensure project documentation is complete and organized for audit and reporting purposes.

#### 5. Reporting, Documentation & Compliance

- Maintain clear and organized project documentation (project plans, trackers, meeting notes, approvals).
- Support progress reporting to internal management and, where required, to clients.
- Ensure compliance with contractual requirements, including documentation, timelines, and quality expectations.
- Support lessons-learned reviews and continuous improvement across projects.

To apply please send your CV to [jobs@kashida-learning.com](mailto:jobs@kashida-learning.com).