ICATT WBT Development Independent Contractor Opportunity

ICATT Consulting Inc. (http://www.icatt.net), an organization dedicated to improving organizational performance is seeking an independent contractor for Course Development Specialist (CBT/WBT) for a client in Washington, DC. Assignment begins as soon as possible.

Note: The candidate for this position will be working in Washington, DC.

Essential Functions:

The Course Development Specialist is responsible for developing and administering courses on the Hiring Management suite of products to a Federal audience and, as such, must become proficient in the systems they are developing and instructing. Additional responsibilities include:

- Provide creative, motivational and effective instruction for training programs in either instructor-led or web-based formats
- Develop/execute all changes in curriculums and/or change initiatives as they relate to product requirements
- Evaluate participant and course performance
- Continuously analyze/evaluate current learning strategies
- Identify best practices and work with the Training Manager on opportunities for improvement of existing courses and subsequent implementation into training

Qualifications

Successful candidates must be flexible and detail-oriented. While being able to work well on a team is necessary, successful candidates must also be independent and work without constant supervision. This position requires gaining a solid command of the methods, principles and techniques involved in Federal staffing/classification and competitive examining programs. Course Development Specialist candidates must be able to self teach and gather information without the benefit of formal training. Other requirements include:

- Knowledge of instructional systems design (ISD) principles.
- Minimum of 3 years combined experience in course development and classroom training on computer applications required.
- Must have knowledge of adult-learning principles.
- Strong presentation, interpersonal, oral and written skills required.
- Knowledge of MS office tools, including MS PowerPoint, Word and Excel required.
- Minimum of 3 years developing web-based training (WBT) or computer-based training (CBT) using Adobe Captivate.
- Experience developing 508 compliant materials is highly desirable.
- Experience creating WBT or CBT with Flash and or Lectora is also a plus.
- Experience creating WebEx recordings is strongly recommended.
- Previous voice over experience is a strong plus.
- Working knowledge of basic network setup.
2+ years of Federal Human Resources experience; staffing experience preferred.
Knowledge of Delegated Examining and Merit Systems Principles preferred.
BA/BS Degree or equivalent preferred.

Candidates must be US citizens and able to pass a Federal background investigation.

Compensation hourly rate is negotiable and is based on experience.

The contract period is 6 month to a year with possible extension.

For consideration, please send your resume and compensation requirements. Send a letter of interest including compensation requirements and a resume to fekadu.megersa@icatt.net or gabe@icatt.net or call Fekadu Megersa at 202.341.7506, Gabe Hamda at 904-382-5471.
Technical Training Specialist

ICATT Consulting Inc. (http://www.icatt.net), an organization dedicated to improving organizational performance, is seeking a highly motivated and energetic training professional to conduct classroom, web-based and one-on-one product training courses designed to support a variety of human resource technical software solutions provided by our client target audience typically includes human resource specialists and other users from progressive federal agencies that have acquired leading edge software products from client’s human capital management solutions suite. Courses are a mixture of lecture and hands-on training in a classroom/lab environment. Classes are convened in client’s McLean, VA training facility, but may be administered at specific customer sites within the continental US.

Essential Functions

- The Training Specialist is responsible for conducting training on a variety of client’s products including Hiring Management, Position Classification, On Boarding and Business Analytics to a mostly largely Federal audience. Specific responsibilities include:
  - Provide high quality and effective instruction for training programs
  - Assist in the collection and evaluation of customer requirements for new or modified programs
  - Assist in the design, development and evaluation of new programs
  - Evaluate participant and course performance
  - Implement changes and improvements to existing programs
  - Continuously monitor and evaluate current learning strategies consistent with professional standards, including ISD and other recognized systems and processes for ensuring effective training
  - Identify best practices in technical training, and work with the Training Manager on opportunities for improvement and subsequent implementation into existing curriculum

Qualifications

Successful candidates must be flexible and detail-oriented. While being able to work well on a team is necessary, successful candidates must also be independent and work without constant supervision. Prior experience conducting corporate classroom training of complex computer software applications is essential. This position requires a solid command of the methods, programs. Thus, candidates must be able to gather required information and self teach without the benefit of formal training. In addition, candidates must be able to quickly acquire and master the client’s software solution system in which they are teaching. Other requirements include:
  - Minimum of 2 years corporate training experience involving complex computer applications.
NOTE: Teaching background at the high school or college level is not sufficient for this position unless also accompanied by 2 years experience in a commercial or Federal IT training environment.

- Must have knowledge of ISD and adult-learning principles.
- Strong presentation, interpersonal, oral and written skills required.
- Knowledge of MS office tools, including MS PowerPoint, Word and Excel required.
- Working knowledge of basic network setup.
- 2+ years of Federal Human Resources or staffing experience preferred.
- Knowledge of Federal HR /Delegated Examining and Merit Systems Principles preferred.
- BA/BS Degree or equivalent preferred.

All candidates must be willing to travel approximately 50-75% for onsite training at client facilities.

Candidates must be US citizens and able to pass a Federal background investigation.

Hourly, based on experience
The contract period is 6 month to a year with possible extension.

For consideration, please send your resume and compensation requirements. Send a letter of interest including compensation requirements and a resume to fekadu.megersa@icatt.net or gabe@icatt.net or call Fekadu Megersa at 202.341.7506, Gabe Hamda at 904-382-5471.