

The University of Luxembourg Competence Centre is the lifelong training and continuing professional education centre based in Esch-sur-Alzette. Our purpose is to develop and organise high-quality training programs that meet the business needs and requirements of the Luxembourgish market while using innovative teaching tools and technologies. We are working closely with the University of Luxembourg and key actors in a broad range of activities. Learning is our passion; enabling others to achieve their goals through enjoyable and meaningful learning activities is our mission!

The Competence Centre is looking for a:

**Digital Learning Project Manager**  
**Permanent full-time contract**

to join its team and support the development of its activities.

**Your ideal profile:**

- Master's degree (or equivalent) and/or proven successful prior experience of at least five years in digital project management.
- Demonstrated ability to methodically plan, execute and control moderate to strategic digital learning initiatives. Able to manage project scope, quality, cost and schedule to pre-determined constraints.
- Successful previous experiences in instructional design and strong proficiency in digital learning authoring tools (Articulate Suite, Adobe Captivate, iSpring, etc.).
- Good command of Microsoft Office and project management software.
- Excellent organisational skills, ability to handle and prioritise multiple tasks and manage project teams in a multicultural environment.
- Excellent oral and written communication skills in French and English, comfortable with conducting meetings.
- Creativity, open-mindedness, and flexibility with a substantial client orientation and constant attention to quality.
- A strong understanding of digital pedagogies and adult learning theory will be considered an asset.
- Prior experience with commercial or open-source Learning Management Systems (LMS) will be considered an asset.

**Your main responsibilities include:**

- Conducting high-quality digital learning projects of all sizes and shapes, including rich learning activities/experiences across a broad range of topics.
- Managing stakeholders, budgets, and plannings efficiently from the initial needs collection to their translation into pedagogical and technical specifications, producing and publishing high-quality learning content, learners certification, and final reporting.
- Acting as the point of contact between management and the project teams and producing regular project status reports via shared dashboards.

- Coordinating, motivating, and guiding the project teams to ensure the delivery of instructionally sound and clear digital learning productions.
- Performing digital pedagogies international watches and proposing new ideas, learning methods, and activities.

Do you feel ready to take up a new challenge within a dynamic team and a multicultural context? If so, please send your application to:

Véronique ACKER  
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