JOB DESCRIPTION

Job Title: Vice President

Grade: A1

Reports to: President & CEO

Commonwealth of Learning (COL) helps governments and institutions to expand the scale, efficiency and quality of learning by using new approaches, appropriate technologies, and open and distance learning (ODL) methodologies. Headquartered in British Columbia, Canada, COL promotes innovation and works with national and international partners to facilitate learning in support of development goals.

Job purpose

The Vice President works closely with the President to ensure that COL’s mission of helping Commonwealth governments and institutions to expand the scope, scale and quality of learning at various levels is achieved. This includes the strategic development and effective management of COL.

The Vice President provides oversight, direction and thought leadership in ‘learning for sustainable development’ through COL’s programme. This includes conceptualisation and implementation as well as supervision of Commonwealth Educational Media Centre for Asia (CEMCA – www.cemca.org), COL’s regional centre in New Delhi, India.

The Vice President fosters appreciation of COL and the Commonwealth generally and generates financial support for the organisation from both member governments as well as additional sources.

Job duties and responsibilities

- Builds, maintains and enhances relationships with member states, establishing the necessary contacts, networks, protocols and information systems to maintain regular and effective links. Makes visits to Member States in order to promote and advance the programme and its impact and effectiveness while enhancing their awareness of COL’s capacity to assist them in achieving national goals. Demonstrates excellent communication skills both written and oral.

- Initiates, in a timely manner, the planning for and development of six-year strategic plans for the organisation, Develops these plans, working with staff and key stakeholders, for submission to the Board and to the Commonwealth Ministers of Education.

- Leads and directs COL’s programme development and implementation using a results-based management framework through detailed planning, effective resource allocation and monitoring and evaluation.

- Focuses the programme on a limited number of high-impact activities that are aligned with COL’s strategy to maximise the relevance of COL’s work to the international development agenda and the aspirations of Member States.

- Motivates and supports a sustained focus across COL on cross-cutting priorities such as gender equality.

- Manages fund-raising and generates resources in support of COL’s programme which is integral to COL’s operations.

- Directs the eLearning for International Organisations initiative to develop partnerships with key development agencies and to deliver effective training solutions.

- Guides and monitors regional initiatives including CEMCA while implementing appropriate policy and monitoring adherence.
• Supports and responds to the Board of Governors requests, ensures compliance with the requirements of the Governance Manual (posted on COL’s web site), and supervises the preparation of papers for Board meetings as required.

• Assists the President with stakeholder relations and general management of COL operations and its staff, including development of and adherence to policies and procedures. Provides advice to the President on the development and implementation of COL’s programme. Oversees the office in the absence of the President as well as undertakes such other duties as directed.

• Facilitates and mentors staff to set and meet their objectives, assists staff in identifying appropriate training and development opportunities and conducts performance reviews for all direct reports.

Direct reports

• Education Specialists (currently seven)
• Director, CEMCA
• Gender Equality Manager
• Learning Manager – International Organisations
• Programme Coordinator
• Executive Assistant

Qualifications

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<tr>
<th>Education:</th>
<th>Experience:</th>
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<td>Essential:</td>
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<tr>
<td>PhD in Open and Distance Learning or a related / relevant area, such as:</td>
<td>Minimum 15 years of senior experience in governmental and international relations and in building partnerships.</td>
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<tr>
<td>Education</td>
<td>Demonstrated experience of mobilising resources in an international environment</td>
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<tr>
<td>Adult Education</td>
<td>Significant management experience, preferably in an international setting.</td>
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<tr>
<td>Learning Systems / Technologies</td>
<td>Knowledge and experience of open and distance learning (ODL) / Information and Communication Technologies (ICT) for development.</td>
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<td>International / Sustainable Development</td>
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Desirable: Evidence of continuous professional training and development in areas relevant to the position.

Desirable: Experience in Results Based Management.

Competencies required

• **Innovation & Creativity:** Injects originality into daily work through research, personal knowledge and networking; brainstorms and encourages new ideas and solutions; technical competence to be perceived as a thought leader and a credible interlocutor by COL’s partner institutions and agencies; thinks “outside the box”; takes appropriate risks;

• **Prudence:** Makes sure all ideas receive fair consideration; sets an example by consistently modelling high standards of performance, honesty, and integrity especially with the appropriate use of funds; ability to mobilise, prepare and manage financial budgets in an effective, efficient and judicious manner;
Strategic Thinking and Professional Judgement: Maintains up-to-date knowledge through profession specific publications, contacts or professional memberships; ability to develop and implement effective strategies for monitoring and evaluation of the programme; ability to develop realistic, relevant and achievable plans which are aligned and integrated with COL’s triennial planning framework;

Networking, Influence and Diplomacy & Negotiation: Ability to develop and maintain a network of senior contacts in government agencies and institutions on issues related to education, ODL, and technology; ability to exercise professionalism, discretion and diplomacy while representing COL’s interests; capability to respond, with appropriate proposals and solutions, to requests from Commonwealth governments and institutions; Has the skill to create a "can-do" climate with ease that leads to developing a professional partnership; skills to identify and select quality partners, as well as prepare, negotiate and manage agreements that achieve value for money while remaining consistent with COL’s policy framework;

Communication, Supervisory and Team Orientation Skills: Delivers information effectively in a variety of settings including one-on-one, team settings, and wider audiences; displays sensitivity to ethnic and gender issues in verbal and written communications; capacity and skills to manage human resources (staff, consultants, advisors, etc.) in order to carry out COL’s plans within the results-based management framework; ability to lead teams as well as communicate and work with others, both within and outside of COL, by promoting co-operation and collaboration to achieve collective outcomes; openly shares information, knowledge and expertise with the team and co-workers; appropriately gives and is open to feedback from team / co-workers.

Personal Attributes and Behaviours required of All Staff

- Commitment to the ideals of COL, notably to the role of education and learning as the key to human freedom and development and to the capacity of technology to enhance that role.
- Capacity to work in a multicultural office environment and a readiness to adapt to the work culture; time management, collegiality and mutual respect are expected in the office.
- Readiness to adopt the working culture (time management collegiality, mutual respect, etc.) in the location of the job and when travelling on behalf of COL.

Job Location

COL Headquarters: 4710 Kingsway, Suite 2500, Burnaby, British Columbia V5H 4M2 Canada.