

JOB AND PERSON SPECIFICATION

Job Title: Course Coordinator **Grade: D**

Reports to: Learning Manager – International Organisations

General Information

Relations with Key Stakeholders and the Programme

This function, under the responsibility of the Vice-President and Programme Director, includes responsibility for the development and management of learning programmes for international organisations which strengthen regional and international partnerships to develop individual and institutional capacity by using ODL and ICT enhanced methods while enabling access to learning opportunities for target communities to improve on occupational skills.

Job summary

The Course Coordinator manages the delivery of training contracts with international organisations and assists in the coordination of course development as required

Task description

The position-holder:

- Manages the delivery of training contracts including the management of international virtual teams; contracts and briefs the consultants for implementing the contract / agreement;
- Manages the Learner Record Management System (LRMS);
- Provides project management services for projects such as the development of courses and their revisions, evaluations and related activities;
- Monitors and prepares training contracts for contractors including reporting on performance indicators, drafting reports to contracting agencies; ensuring outputs are in accordance with the agreement; and monitors the project budget; and
- Improves the efficiency of course delivery through the development of course administration strategies, templates for course delivery and any other appropriate mechanisms.

Direct Reports:

- N/A

Person specification

Education:	Experience
Essential: Undergraduate degree in relevant area of commerce, education, or international relations	Essential Minimum of 5 years work experience with some exposure to project management, course administration, and the management of tutors and administrative help.
Desirable: Knowledge of French language will be an asset.	Desirable

Competencies

Knowledge

- Expertise and experience necessary to fulfil professional responsibilities in course administration area.
- Understanding of COL's governance structure and processes, as detailed in the governance manual.
- Detailed knowledge of COL's 3 year strategy and RBM framework.
- Knowledge of global development targets, including understanding of the policies and practices of international development organisations as they relate to professional responsibilities.

Skills and Capabilities

- Ability to identify and select partners, as well as prepare, negotiate and manage agreements that achieve value for money and are consistent with COL's policy framework, including negotiation skills; project management and time management skills; and analytical skills.
- Ability to communicate effectively in English including good writing and drafting skills.
- Ability to exercise professional judgement, discretion, and diplomacy while representing COL's interests.
- Ability to develop and implement policies, procedures and plans to help COL achieve its overall strategy.
- Ability to prepare and manage financial budgets in an effective, efficient and judicious manner.
- Skills to use information and communications technology at a sophisticated level to create, retrieve, store and exchange information and knowledge.
- Ability to work as a productive team member in order to carry out COL's plans with the framework of results-based management.
- Ability to work with others, both within COL and outside the organisation, by promoting co-operation, collaboration to achieve collective outcomes.

Personal Attributes and Behaviours required of All Staff

- Commitment to the ideals of COL, notably to the role of education 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 to interact effectively with people from all Commonwealth countries; and readiness to adopt the working culture (timekeeping, time management collegiality, mutual respect, etc.) in the location of their job (Vancouver, Delhi, etc.).
- Ability to use office technologies effectively and to adapt to new technologies that may be introduced.
- Understanding of COL's governance structure and processes, as detailed in the governance manual.
- Capacity to research and retrieve information about COL's activities and issues related to its mission and programmes.