

JOB AND PERSON SPECIFICATION

Job Title:	Database Coordinator (Part-time)	Grade: D
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Reports to:	Communication Manager
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General Information

Communications, Public Information and Knowledge Management

This function, which is currently split into Communications and Knowledge Management, brings together the capabilities that enable COL to communicate effectively about its activities with external and internal audiences and to provide them with appropriate public and specialist information in a timely manner.

Job summary

The Database Coordinator (part-time) is responsible for managing the contacts database and reports directly to the Communications Manager.

Task description

The tasks and responsibilities of the Database Coordinator include:

- Supervision of data entry by staff and monitoring and proofreading of data-entry;
- Higher level maintenance of database records. Pro-active information gathering and updating the database;
- Provides assistance to staff in searching for information and extracting lists/data in required formats;
- Training COL staff in the use of the database, including the software maintenance, problem-solving, and trouble-shooting promptly as and when required;
- Helping to improve the system by suggesting upgrades, preparing procedures for staff to follow to make it more efficient and useful; and
- Compilation of stats on the use of the database.

Direct Reports:

- None.

Person specification

Education:	Experience
<p>Essential: Grade 12 Education Vocational qualifications relating to database management or equivalent, including technical aspects of record maintenance.</p>	<p>Essential Minimum of 5 years work experience with some exposure to the database management, electronic record keeping and/or e-documentation.</p>
<p>Desirable: Undergraduate degree or equivalent Training in website development and basic programming skills.</p>	<p>Desirable</p>

Competencies

Knowledge

- Expertise and experience necessary to fulfill professional responsibilities in database management.
- 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 communicate effectively in English including good writing and drafting skills.
- Ability to exercise professional judgments, discretion, and diplomacy while representing COL's interests.
- 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.

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.
- Capacity to research and retrieve information about COL's activities and issues related to its mission and programmes.