

<b>JOB AND PERSON SPECIFICATION</b>		
<b>Job Title:</b>	<b>Education Specialist – VUSSC (Virtual University for the Small States of the Commonwealth)</b>	<b>Grade: B</b>
<b>Reports to:</b>	Director, Knowledge Management & Information Technology	

### General Information

This job initially comes under the Knowledge Management, Information Technology and Communications function, under the responsibility of the Director, Knowledge Management and Information Technology (D-KM&IT), which ensures that COL develops appropriate and relevant triennial plans and implements the approved programme in an effective, efficient and economical manner according to the principles of results-based management (RBM).

In due course, the position will move to reporting to the Vice President and Programme Director (VP&PD) once the role has been fully established.

### Job summary

The ES VUSSC will provide leadership in the planning, design and delivery of the VUSSC Initiative. This includes elaborating on the strategic plan for VUSSC within the existing framework and forming and using collaborative networks of participants and institutions from the small states to nurture online learning, create high quality educational courses and establishes an appropriate transnational qualifications framework (TQF) for VUSSC and support institutional capacity building.

### Task description

- Conceptualise, guide and implement the VUSSC initiative to achieve its developmental purpose while providing support to participating small states to ensure that appropriate policy frameworks, technological platforms and human capacity are developed to the benefit of learners.
- Manage ongoing activities within the initiative. This includes working as a team with the D-KM&IT, VP&PD, and other staff to ensure a cohesive approach to all activities for VUSSC while independently implementing the initiative; formulating annual action plans with budgets based on COL's Three-year Plan that align with expectations of Ministers and Interlocutors for VUSSC; identifying partners; selecting and managing consultants, maintaining good relationships with key stakeholders; and organising logistics and other task as appropriate.
- Initiate and host regular internal team meetings, Interlocutors' meetings, international training workshops, specialist meetings while maintaining ongoing communication to maintain an active, online network of professionals in VUSSC participating countries. This includes taking responsibility for the selection and management of venues, agendas, consultants, and the state of relationships with key stakeholders.
- Provide quarterly reports on all activities for quarterly update meetings; prepare budgets, monitor outputs and outcomes and evaluate activities in accordance with COL's Monitoring & Evaluation framework monitor and authorise expenditure on VUSSC activities within assigned authorisation limits.
- Leverage sources of support including extra budgetary funds.
- Prepare reports and articles for publication in COL's publications and those of other organisations; update colleagues on a quarterly basis and share information as appropriate with stakeholders.

- Contribute to COL’s overall mission and corporate life planning; stakeholder engagement and internal processes. This includes providing advice to ministers, officials, institutions and COL staff in areas of expertise and representing COL’s interests at international fora.
- Identify training needs for staff, ensure staff supervised (where applicable) have clear work plans; conduct performance appraisals on staff who work in the area.
- Undertake other tasks as may be required for VUSSC.

Direct Report(s):

- Programme Assistant (shared)
- Consultants.

Person specification

<p>Education:</p> <p>Essential: An appropriate post graduate qualification.</p>	<p>Experience (minimum 10 years)</p> <p>Essential</p> <p>Evidence of experience of developing strategic plans and translating these into programmes of activity.</p> <p>Practical experience in conceptualising and hosting multi-stakeholder events.</p> <p>Experience of working in developing countries and in building institutional capacity.</p> <p>Knowledge of national qualifications authorities and frameworks.</p> <p>A thorough understanding of and appreciation for ‘open educational resources’ and ‘open copyright licenses’.</p> <p>A thorough understanding of ICTs and their use in education in a developing country context. Complete comfort in working online using collaboration technologies (e.g. “web2”).</p> <p>The ability to mentor others while they gain hands-on experience of working online.</p>
<p>Desirable: Project Management qualification(s). Qualification(s) which includes elements of ODL; technology-mediated learning.</p>	<p>Desirable</p> <p>Experience of working in developing small states of the Commonwealth.</p> <p>Experience in developing distance education learning materials for print and online delivery.</p> <p>Expertise in Instructional Design</p>

Competencies

Knowledge

- Understanding of COL’s governance structure and processes, as detailed in the governance manual on COL’s web site at: [Governance Manual](#).
- Understanding of COL’s 3-year strategy and RBM framework, including an understanding of how individual job responsibilities and priorities link with broader organisational goals.
- Knowledge and experience required to be a credible interlocutor with ministers and senior officials of Commonwealth governments on policy issues, systems design and applications of technology to education falling within COL’s mandate.
- Knowledge of global development targets, including understanding of the policies and practices of international development organisations.
- Specialist experience necessary to manage one of COL’s initiatives.

- Deep understanding of nexus between organisational needs and the possibilities of technology.
- Knowledge of project management.

#### Skills and Capabilities

- Ability to establish and sustain a network of senior contacts in governments, agencies and institutions on issues related to education, development and technology.
- Ability to exercise professional judgement, discretion, and diplomacy while representing COL's interests.
- Capability to respond with appropriate proposals and solutions to requests from Commonwealth governments and institutions for assistance in areas within COL's mandate.
- Ability to negotiate and manage agreements that achieve value for money while remaining consistent with COL's policy framework.
- Ability to develop realistic, relevant and achievable programme plans which are aligned and integrated with COL's triennial planning framework.
- Ability to communicate effectively while taking personal responsibility for actions taken under the initiative.
- Ability to develop and implement effective strategies for monitoring and evaluation of programmes and activities within established RBM framework.
- 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.
- Capacity and skills to develop and manage COL policies and practices in relation to IT. Ability to prepare a business case; systems requirements documents and to prepare technical documentation for the range of COL systems. Ability to develop and implement effective strategies for monitoring and evaluation of the IT function within COL.
- Ability to use office technologies effectively and to adapt to new technologies that may be introduced.

#### 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.
- Readiness to adopt the working culture (timekeeping, time management collegiality, mutual respect, etc.) in the location of their job (Vancouver, Delhi, etc.).