



**Position Title and Grade:** Adviser: Technology-Enabled Learning, Grade C1

**Reports to:** Vice President

**Duration of Contract:** Three-year term

**Position Location:** Burnaby, British Columbia

*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 Member States to facilitate learning for sustainable development. It is financed by voluntary contributions from Commonwealth governments.*

### **Overview of the Position:**

The Adviser: Technology-Enabled Learning (TEL) will develop and implement activities in support of COL's Strategic Plan which aims to promote access to quality education across the Commonwealth. S/he will work across the sectors to achieve programme outcomes as well as implement externally funded projects. The Adviser will focus on planning and policy development, capacity building, research and innovation related to open, distance and online learning and open educational resources (OER). The job holder provides technical expertise in technology-enabled learning to Commonwealth governments, institutions and civil society organisations and to internal staff to develop and promote appropriate solutions. The Adviser will develop creative models and work in partnership with diverse stakeholders in Member States to advance COL's outcomes and impact.

### **Duties and Responsibilities:**

- Conceptualise, manage and implement programme initiatives related to technology-enabled learning to improve access to quality education and training; adopt innovative approaches to develop scalable models; and formulate strategies and action plans to deliver concrete results and achieve value for money. This involves the ability to formulate action plans with budgets based on the organisational strategic plan, manage expenditures within defined limits, and deliver results within specified timeframes.
- Manage the implementation strategy for assigned activities and project(s). This involves working as a team with the Vice President and other staff to ensure a coordinated approach within the programme, identifying new ideas, managing consultants, leveraging other sources of support including raising additional funds, and organising logistics.
- Develop and implement a monitoring and evaluation framework for assigned activities/project(s); collect the necessary data; and produce reports in accordance with COL's results-based management framework.
- Provide domain expertise and direction to a diverse range of stakeholders on the design and implementation of models/systems and policies in support of technology-enabled learning.
- Contribute to COL's overall mission and corporate life in planning, stakeholder engagement and internal processes by providing advice in areas of expertise and by representing COL's interests at international forums.
- Actively demonstrate commitment to gender equality.
- Ensure direct report(s) have clear work plans and conduct performance appraisals on staff who work in the area.
- Perform other duties related to COL's programme or activities, as required.



### Direct Reports:

Programme Assistant (shared)  
Consultants

### Qualifications and Experience:

Qualifications	Experience
<p><i>Essential:</i></p> <p>Postgraduate qualification in a related discipline, such as: Educational Technology, Education, Instructional Design, Engineering</p> <p><i>Desirable:</i></p> <p>Qualification in open and distance learning and/or international development. Doctoral degree in any of the disciplines above.</p>	<p><i>Essential:</i></p> <p>Seven years of professional experience working in open, distance and technology-mediated learning which demonstrates strong knowledge of trends, policy issues and technical expertise. Experience in programme development, project management and reporting.</p> <p><i>Desirable:</i></p> <p>Experience of relating learning to sustainable development. Some experience of working in developing countries and with a diverse range of stakeholders.</p>

### Skills and Competencies:

- **Innovation & Creativity** – Injects originality into daily work through research, personal knowledge, and networking relationships; thinks "outside the box"; brainstorms and encourages new ideas and solutions; takes appropriate risks.
- **Prudence** – Sets an example by consistently modelling high standards of performance, honesty and integrity especially with appropriate use of funds; has the ability to mobilise, prepare and manage financial budgets in an effective, efficient and judicious manner to deliver 'value for money'.
- **Professional Judgment** – Possesses an in-depth understanding of the programme goals; is sought out by others for advice in an area of specialisation; has the expertise to be perceived as a thought leader and be a credible interlocutor in the field; has the ability to develop realistic, relevant and achievable plans including monitoring and evaluation strategies; demonstrates a "can-do" and positive approach.
- **Networking** – Ability to develop and maintain a network of contacts in government agencies and institutions on issues related to education; exercises discretion and diplomacy while representing COL's interests; capable of identifying and selecting quality partners, as well as to prepare, negotiate and manage agreements consistent with COL's policies.
- **Communication, Supervisory and Team Orientation Skills** – Communicates effectively in a variety of settings including to wider audiences; displays sensitivity to ethnic and gender issues in verbal and written communications; possesses the capacity and skills to lead teams and manage human resources (staff, consultants, etc.), 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.

### Personal Attributes:

- Commitment to the ideals of COL, notably to the role of learning as the key to sustainable development and to the capacity of technology to enhance that role.
- Ability to work in a multicultural environment with a readiness to adapt to the work culture, where integrity, mutual respect and dedication to the organisation are expected.

**COL Headquarters is located at 4710 Kingsway, Suite 2500, Burnaby BC Canada V5H 4M2**