



**Position Title and Grade:** Adviser: Teacher Education, 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, COL promotes innovation and works with international partners to facilitate learning in support of sustainable development. It is financed by voluntary contributions from Commonwealth Member States.*

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

The Adviser: Teacher Education will contribute to the development of innovative solutions for strengthening teacher education. The programme initiative should lead to effective learning outcomes among teachers as well as learners. Activities include: developing the capacity of teachers and teacher educators to address the issues of teacher deficit, quality and capacity, assisting teacher education institutions to develop relevant context-based and pedagogically sound programmes for teachers and teacher educators, and improving institutional capacity to use ODL and information and communication technologies (ICT) effectively. 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 activities in the teacher education initiative to build the capacity of teachers and support ministries and institutions to harness the potential of ODL and ICT to strengthen and expand the capacity of teacher education institutions. This involves implementing a six-year plan for teacher education with achievable results and innovative approaches, formulating an annual action plan with budgets based on the plan, providing regular updates on all activities, authorising expenditure within assigned budgets and defined limits, and actively participating in evidence building through the monitoring and evaluation of all activities on an on-going basis within the Results-based Management (RBM) framework.
- Manage assigned activities and project(s). This includes working as a team with the Vice President and other staff to ensure a coordinated approach within the programme while independently implementing assigned activities; collecting evidence of approaches used; identifying new ideas; selecting partners and managing consultants; leveraging other sources of support including raising additional funds; organising logistics and other tasks, as appropriate.
- Provide guidance to international partners on the design and implementation of teacher education systems and policies based on evidence in support of sustainable development.
- Contribute to COL's overall mission and corporate life in planning, stakeholder engagement and internal processes by providing advice in areas of expertise and responsibility, and by representing COL's interests at international forums.
- Actively demonstrates commitment to gender equality.
- Ensure direct report(s) have clear work plans and conducts performance appraisals on staff who work in the area.
- Perform other duties related to COL's activities as required.

**Direct Reports:** Programme Assistant (shared).  
Consultants

**Qualifications and Experience:**

<b>Qualifications</b>	<b>Experience</b>
<p><i>Essential</i></p> <p>Postgraduate qualification in Education or related discipline.</p>	<p><i>Essential</i></p> <p>Seven years of experience working in open, distance and technology-mediated learning with specific reference to teacher education and a strong knowledge of trends, discourse, policy issues and technical expertise.</p> <p>Experience in international development.</p>
<p><i>Desirable</i></p> <p>Qualification which includes elements of open, distance and technology-mediated learning.</p>	<p><i>Desirable</i></p> <p>Experience of working in developing countries.</p>

**Skills/Abilities:**

- **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 manage human resources (staff, consultants, advisors, etc.); has the ability to lead teams as well as communicate and work with others, both within and outside 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.

**Personal Attributes:**

- Commitment to the ideals of COL, notably to the role of education and learning as the key to sustainable development.
- Ability to work in a multicultural office environment with a readiness to adapt to the work culture: time management, collegiality, quality, attention to detail and mutual respect.

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