

Position Title and Grade: Adviser: 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, 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 Functions of the Position:

Adviser: Education is expected to develop and implement activities in support of the Strategic Plan 2015-2021 which aims to promote access to quality education across the Commonwealth. S/he will work with the COL regional centres to achieve programme outcomes as well as implement externally funded projects and support the COL Chairs to contribute to thought leadership in the field of ODL and Open Educational Resources (OER). S/he coordinates and manages the collaboration with the regional centres in building capacity in ODL and technology-enabled learning; maintains close links with the network of Honorary COL Chairs, Advisors and other partners; and supports externally funded projects.

Duties and Responsibilities:

- Manages the implementation of programme activities in four regional centres in the Commonwealth by harnessing the potential of ODL and Information and Communication Technologies (ICT) to increase the capacity of these centres to promote learning for sustainable development. This involves adopting innovative approaches to deliver concrete results; formulating an annual action plan with budgets based on the strategic plan; managing expenditures within defined limits; and actively participating in the monitoring and evaluation of all activities within a Results-based Management (RBM) framework.
- Manages 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; organising logistics; and, leveraging other sources of support including raising additional funds.
- Develops and implements a monitoring and evaluation framework for assigned project(s), collects the necessary data and produces reports in accordance with COL's RBM framework and project requirements.
- Manages and further develops a network of partners to enhance stakeholder relations that includes Honorary COL Chairs, Advisors, Fellows and country Focal Points to keep them regularly apprised of COL's work and garner support for activities.
- Prepares triennial Country Reports.
- Supervises direct report(s) as assigned including developing work plans, conducting performance reviews and identifying appropriate training and development opportunities; and,
- Undertakes any tasks as assigned from time to time.

Direct Reports:

Programme Assistant (shared)
Consultants



Qualifications and Experience:

Qualifications	Experience
<p><i>Essential:</i></p> <p>Postgraduate qualification in one or more of the following: Education / Social Sciences / Humanities / International Development or related discipline.</p> <p><i>Desirable:</i></p> <p>Qualification in open and distance learning and/or socio-economic development.</p>	<p><i>Essential:</i></p> <p>Seven years of professional experience in the field of education of which two years is acquired at the international level, managing projects and capacity building activities.</p> <p>Experience in programme development, planning, monitoring and reporting.</p> <p><i>Desirable:</i></p> <p>Experience of relating learning to sustainable development.</p> <p>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; 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; 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.).

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 learning as the key to sustainable development and to the capacity of technology to enhance that role.
- Capacity 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