Adviser: Lifelong Learning for Farmers (L3F)

Grade: C1
Reports to: Director: Skills
Type of Contract: Fixed Term
Duration of Contract: 3 years
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:

The Adviser: L3F assists in the management and implementation of programme initiatives aimed at improving the livelihoods of marginalised farming communities, particularly for the benefit of women, through the use of technology-enabled learning and linking communities with various stakeholders such as government, financial institutions, the private sector and civil society. This job also involves establishing models of agricultural finance to address issues related to agriculture, forestry and fisheries within the context of livelihoods security, social and gender equity and environmental sustainability. S/he will work in partnership with diverse stakeholders in Member States as well as with regional and international partners to advance COL’s outcomes and impact.

Duties and Responsibilities:

- Conceptualise, manage and implement the Lifelong Learning for Farmers (L3F) programme initiative according to the Strategic Plan with achievable results. This involves the development of innovative approaches that harness the potential of open, distance and technology-enabled learning to increase access to quality education and training, formulating annual action plans with budgets based on the six-year planning cycle, providing regular updates on all activities, authorising expenditures within assigned budgets and defined limits, and actively participating in the monitoring and evaluation of all activities on an ongoing basis.
- Develop and implement a monitoring and evaluation framework for assigned project(s), collect the necessary data and produce reports in accordance with COL’s RBM framework and project requirements.
- Network with governments, financial institutions, the private sector and other relevant stakeholders to scale up L3F from meso to macro level at the provincial, national and regional levels.
- Achieve the outputs, outcomes and impacts as envisaged in COL’s corporate plan and the strategic plan of the L3F initiative.
- Work as a team player within the Skills sector and with staff, identify partners, select and manage consultants, build and maintain good relationships with stakeholders and raise additional contributions for the initiative.
- Contribute to COL’s overall mission and corporate life.
- Ensure clear work plans, identify training needs and conduct performance reviews for direct reporting staff.
- Promote women’s participation.
- Perform other tasks as may be assigned from time to time.
Direct Reports:
Programme Assistant (shared); Consultants

Qualifications and Experience:

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<td><strong>Essential:</strong></td>
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<td>Postgraduate qualification in: Education; Agricultural Science; Social Sciences and / or Environment or related field. Qualification in open and distance learning and/development/finance is desirable.</td>
<td>Seven years of professional experience with special reference to agriculture and livelihoods out of which five or more years of this experience should preferably be in international development. Experience in the following areas is required:</td>
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<td>▪ strengthening agricultural credit</td>
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<td>▪ developing national and regional level agricultural extension policies</td>
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<td>▪ designing technology-enabled learning for farmers.</td>
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<td>Experience of promoting learning for sustainable development is desirable.</td>
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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.); 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.

- Committed to gender equality: ensures that men/boys and women/girls receive targeted attention, where they are most marginalised; integrates gender considerations into programme planning, implementation, and gender disaggregated data is available as evidence.

Personal Attributes:

- Commitment to COL and its ideals, 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 collaboratively in a multicultural environment, where integrity and respect for diversity are expected.
- Demonstrates professionalism through provision of quality services, responsiveness and compliance with organisational policies and procedures.

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