

**Position Title:** Education Specialist: Technical and Vocational Skills Development

**Job Grade:** Grade B

**Reports to:** Vice President

**Duration of Contract:** Three-year term (renewable)

**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:**

The Education Specialist: Technical and Vocational Skills Development (TVSD) conceptualises, manages and implements programme initiatives aimed at improving livelihoods by expanding and creating learning opportunities, increasing access to skills training, and developing occupationally related technical and vocational skills using open, distance and technology-based approaches. The Specialist will be a thought-leader with a demonstrated ability to deliver results. 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:**

- Conceptualises, manages and implements programme initiatives related to skills development for livelihoods through innovative approaches that harness the potential of open, distance and technology-based approaches. This involves adopting innovative approaches to develop scalable models and formulating strategic and action plans to deliver concrete results and achieve value for money.
- 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; leveraging other sources of support including raising additional funds; and organising logistics.
- Develops and implements a monitoring and evaluation framework for assigned activities/project(s), collects the necessary data and produces reports in accordance with COL's RBM framework and project requirements.
- Provides domain expertise and direction to a diverse range of stakeholders on the design and implementation of models/systems and policies in support of technical and vocational skills development.
- Contributes 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 fora.
- Actively demonstrates commitment to gender equality.
- Ensures direct report(s) have clear work plans and conducts performance appraisals on staff who work in the area; and
- Performs other duties related to COL's programme or activities, as required.

### **Direct Reports:**

Programme Assistant (shared)  
Consultants



**Qualifications and Experience:**

<b>Qualifications</b>	<b>Experience</b>
<p><i>Essential:</i> Postgraduate qualification in one or more of the following: Vocational Education and Training Education Related discipline.</p> <p><i>Desirable:</i> Qualification in open, distance and technology-based approaches and/or international development.</p>	<p><i>Essential:</i> Ten years of relevant professional experience of working in TVSD demonstrating technical expertise in the field.  Five years of experience in open, distance and technology-based learning.  Experience of programme management in development.</p> <p><i>Desirable:</i> Experience of working in developing countries.</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 cooperation 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**