Position Title and Grade: Head: Administration & Finance

Reports to: Director at CEMCA

Duration of Contract: Three-year term

Position Location: Delhi, India

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.

The Commonwealth Educational Media Centre for Asia (CEMCA) was established by COL as a regional Centre to promote the meaningful, relevant and appropriate use of media and technology to serve the educational and training needs of the Commonwealth Member States of Asia.

Overview of the Position

This function, under the responsibility of the Director, ensures that CEMCA has in place the strategies and operational capabilities in the areas of finance, human resources, infrastructure, contracts, information/communications technology and administration that enable it to fulfil its policies and implement its programme.

Although it is a small agency, CEMCA must have the core administrative capabilities of all organisations, which require staff to display high versatility. CEMCA aims to match its emphasis on good governance with equal attention to effective and efficient management.

The Head: Administration & Finance is responsible for CEMCA’s strategies and operational capabilities in the areas of finance, human resources, infrastructure, contracts and administration.

Duties and Responsibilities:

- Plan and manage all aspects of the treasury and accounting function including: the preparation and coordination of financial plans and the annual budget process; developing budgets and forecasts for the medium term; monitoring costs and regularly reporting progress; and conducting operations in accordance with established Financial Regulations and Rules, as well generally accepted accounting principles. Liaise with the Director and Senior/Programme Officer(s) to coordinate the annual budget and development of work plans for CEMCA staff.
- Provide timely reports to the Director: CEMCA and Director: Finance, Administration & Human Resources at COL and maintain effective relations with regional Member States in financial matters. Develop and present annual budgets to the Director and track ongoing financial reporting requirements.
- Actively participate in CEMCA’s action plan process and make a significant input to setting the long-term strategy of CEMCA for functional areas (e.g. HR, IT, Finance) that are aligned with its strategy.
- Manage the administrative activities in accordance with established guidelines and develop appropriate systems to support these functions. This includes professional service contracts, office goods and service, site and infrastructure services. Safeguard CEMCA assets and maintain adequate levels of insurance in the event of loss or liability.
- Manage the implementation of a comprehensive Human Resource Policy and the budget for Human Resources; ensure compliance with relevant regulatory bodies; recruit, extend and terminate employees as called for; plan for future resource levels; and respond to staff problems. Administer the framework for compensation, performance, and benefits and make recommendations for changes.
- Ensure by liaison with those directly responsible, that staff have access to the information and communications technology required for their jobs and are trained in its use.
- Manage the development of policies, procedures, templates and training for the preparation, negotiation and management of contracts and agreements.
• Ensure appropriate accommodation for CEMCA office in New Delhi and provide support as needed to COL / CEMCA’s work outside New Delhi.
• Provide advice and other forms of logistical assistance in support of business development and additional contribution budgetary activities at COL and CEMCA to sustain ongoing financial viability.
• Effectively conduct performance appraisals and staff evaluations for direct reports in the Administration and Finance area; and undertake any other task as assigned.

Direct Reports:
Programme Assistant (shared); Administrative Assistant; and Office Assistant

Qualifications and Experience:

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<th>Qualifications</th>
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<td><strong>Essential:</strong></td>
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<td>Professional Accounting designation combined with an undergraduate Business/Accounting degree or equivalent training.</td>
<td>5+ years of experience managing the accounting and treasury function.</td>
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<td>Significant management experience, preferably in an organisation with international obligations.</td>
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<td>Significant experience dealing with programming and budgetary responsibilities touching a variety of countries and cultures.</td>
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<td><strong>Desirable:</strong></td>
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<td>Undergraduate or post-graduate degree in Business Administration.</td>
<td>Experience of working in developing countries.</td>
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Skills/Abilities
• Good understanding of intergovernmental relations and government structures.
• Capacity to develop and manage CEMCA policies and practices in relation to human resources (administrative staff, consultants, etc.) in order to carry out CEMCA plans.
• Ability to oversee the financial functions within CEMCA in an effective, efficient and judicious manner in accordance with policies and procedures.
• Must have good written and oral communication skills and display sensitivity to ethnic and gender issues in all communications; ability to work with others with tact and diplomacy, both within and outside of COL and CEMCA, by promoting co-operation and collaboration to achieve collective outcomes; and exercise professional judgement.
• Ability to identify and select partners, as well as prepare, negotiate and manage agreements that achieve value for money consistent with CEMCA’s policy framework.
• Strategic thinking skills and technical competence to be perceived as a credible interlocutor by CEMCA’s partner institutions and agencies.
• Skills to use relevant information and communications technology at an advanced level to create, retrieve, store and exchange.

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

CEMCA is located at 7/8 Sarv Priya Vihar, New Delhi 110016, India