



**Position Title:** Adviser: Gender

**Grade:** C1

**Reports to:** Director: Skills

**Duration of Contract:** Three-year term

**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 methodologies. Headquartered in British Columbia, Canada, COL promotes innovation and works with Member States to facilitate learning in support of sustainable development. It is financed by voluntary contributions from Commonwealth governments.*

## **Overview of the Position:**

The Adviser: Gender is expected to develop and implement gender mainstreaming activities in support of COL's Strategic Plan which aims to promote access to quality education and training across the Commonwealth. COL recognises that advancing the goals of both women's empowerment and gender equality are central to learning for sustainable development and that open, distance and technology-enhanced approaches can be helpful in enabling women/girls and men/boys to access educational opportunities and skills training for livelihoods.

The Adviser will work to help integrate gender in programme initiatives and in monitoring and reporting results, as well as manage assigned gender and Girls Inspire activities and externally funded projects. Gender is a cross-cutting theme that underpins COL's programme. S/he will demonstrate the ability to deliver results and work in partnership with diverse stakeholders in Member States to advance COL's outcomes and impact. Activities include: provision of technical advice, capacity building for gender mainstreaming and women's empowerment, analysis and advice on current gender issues, and development of tools and resources.

## **Duties and Responsibilities:**

- Conceptualises, manages and implements programme activities within the cross-cutting gender and/or Girls Inspire initiatives through innovative approaches that harness the potential of open, distance and technology-enabled learning to increase access to quality education and training for women/girls and men/boys in both the formal and non-formal sectors.
- Manages the implementation strategy for assigned activities and project(s). This involves working as a team with the Director 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 project(s), collect the necessary data and produce reports in accordance with COL's results-based management (RBM) framework and project requirements.
- Provides domain expertise and technical assistance to a diverse range of stakeholders on the design and implementation of gender mainstreaming models/systems and policies in support of sustainable 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 forums.
- 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.
- Performs other duties related to COL's programme or activities, as required.

## Direct Reports:

Programme Assistant (shared) and Consultants

## Qualifications and Experience:

Qualifications	Experience
<p><i>Essential:</i> Post-graduate degree in gender studies, social sciences or related discipline.</p> <p><i>Desirable:</i> Qualification in open and distance learning and/or development.</p>	<p><i>Essential:</i> Seven years of relevant professional experience of working in gender which demonstrates strong knowledge of trends, discourse, policy issues and technical expertise.</p> <p>Project management experience in international development.</p> <p>Some experience of working in developing countries with a diverse range of stakeholders.</p> <p><i>Desirable:</i> Experience of open distance and technology-enabled learning</p>

## Skills and Competencies:

- ***Innovation and Creativity:*** Injects originality into daily work through research, personal knowledge, and networking relationships; 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 and the ability to develop realistic, relevant and achievable plans, including monitoring and evaluation strategies; 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.
- ***Networking:*** Ability to develop and maintain a network of contacts in government agencies and institutions; 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 lead teams and manage human resources (staff, consultants, etc.), 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 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.
- Ability 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.

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**