



Adviser: Open Schooling

Grade: C1

Reports to: Director: Education

Type of Contract: Fixed Term

Duration of Contract: 3 years

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 international partners to facilitate learning in support of sustainable development. It is financed by voluntary contributions from Commonwealth Member States.

Overview of the Position:

The Adviser: Open Schooling will develop and implement activities to promote secondary education using open, distance and technology-based approaches in accordance with COL's Strategic Plan. This involves providing technical advice to institutions and organisations on policy and supporting the development of models, capacity and content to ensure that more boys and girls have access to quality secondary schooling. The Adviser will help develop creative models and work in partnership with diverse stakeholders in Member States to advance COL's outcomes and impact.

Duties and Responsibilities:

- Conceptualises, manages and implements activities related to the Open Schooling initiative through creative approaches that harness the potential of open, distance and technology-enabled learning to increase access to quality education and training for girls/women and boys/men. This involves delivering on a strategic plan with achievable results, formulating an annual action plan with budgets based on the plan, providing regular updates on all activities, authorising expenditures within assigned budgets and defined limits that achieve value for money, and actively participating in evidence building through the monitoring and evaluation of all activities on an on-going basis within a Results-based Management (RBM) framework.
- Manages the implementation strategy for assigned activities and project(s). This includes working as a team with the Education sector and other staff to ensure a cohesive approach to activities within the programme, collecting evidence of approaches used, identifying new ideas, selecting partners and managing consultants, maintaining good relationships with key stakeholders, leveraging other sources of support including raising additional funds, and organising logistics.
- Provides guidance and direction to a diverse range of stakeholders on the design and implementation of open schooling models/systems and policies to provide cost-effective and quality secondary education, especially for those from remote and marginalised communities. The emphasis is on innovation and technology to leverage available resources for maximum impact.
- 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.
- 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)
Consultants



Qualifications and Experience:

Qualifications	Experience
<p>Post-graduate degree in Education or related discipline.</p> <p>Qualification in open and distance learning and/or development is desirable.</p>	<p>Seven years of relevant professional experience of working in open, distance and technology-enabled learning which demonstrates strong knowledge of trends, discourse, policy issues and technical expertise.</p> <p>Knowledge and experience in secondary schooling at national and regional levels.</p> <p>Experience of implementing strategic plans.</p> <p>Exposure to international development.</p>

Skills and Competencies:

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- **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