



# COMMONWEALTH of LEARNING

*Learning for Sustainable Development*

**Position Title:** Programme Officer: Educational Technologies

**Grade:** C

**Reports to:** Director, CEMCA

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

**Location:** New Delhi, India

The 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 international partners to facilitate learning in support of sustainable development goals. It is financed by voluntary contributions from Commonwealth governments.

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.

## **Job purpose**

The Programme Officer: Educational Technologies provides assistance to the Director of CEMCA to manage the initiatives and activities of CEMCA effectively and efficiently. The Programme Officer will plan, organise, and implement gender-sensitive and gender-responsive activities through the application of appropriate Educational Technologies in the areas of Teacher Education, Higher Education, Skill Development, Women's empowerment, and Grassroots-level learning to support Open and Distance learning (ODL) and Technology-Enabled Learning, which lead to sustainable development outcomes.

## **Task description - the position-holder will:**

- Conceptualise, manage and implement programme activities in accordance with the Strategic Plan 2021-2027. This involves developing annual implementation plans aligned to the Plan with budgets and achievable results; providing regular updates on all initiatives; and actively participating in the monitoring and evaluation of all activities.
- Work as a team with the Director of CEMCA and other team members to ensure a cohesive approach to activities within the programme while independently implementing assigned activities and initiatives; identifying partners and maintaining good relations with key stakeholders; leveraging other sources of support including preparing proposals to raise additional funds.
- Identify needs and priorities related to COL/CEMCA's mandate and updating Country Action Plans.
- Contribute to CEMCA's overall mission and corporate life in planning, stakeholder engagement, and internal processes including providing advice to institutions and to COL/CEMCA staff in areas of expertise and representing COL/CEMCA's interests with other organisations.
- Participate in monitoring and evaluation of activities including setting of performance indicators, reporting to funding agencies; delivering outputs and outcomes in accordance with plans; and ensuring a record of lessons learned.
- Provide training and capacity building activities to external participants, e.g., for partner institutions of CEMCA to offer blended and online programmes, and use digital audio and video materials, including open educational resources (OER).

- Collaborate with a range of actors in public, private and civil society sector, and academia towards developing scalable models of educational technologies, ranging from audio tools to AI/ML for education and skill development.
- Provide domain expertise to a diverse range of stakeholders on the design and implementation of models/systems and policies in support of the appropriate use of educational technologies.
- Assist in the development and maintenance of content on the internet; write, source and edit content for the CEMCA's newsletter and oversee timely publication.
- Undertake other work activities as may be assigned from time to time.

Direct Reports: None.

### Person Specification

Education:	Experience:
<p>Essential:</p> <p>Post-graduate degree in relevant areas of: Social sciences, Technology, Humanities, Education or any allied field.</p>	<p>Essential</p> <p>Minimum of 5 years work experience with significant exposure to project management.</p> <p>Knowledge and experience in ODL and technology design and delivery.</p>
<p>Desirable:</p> <p>Post-graduate qualifications in Education with specialisation in ODL / Electronic media, preferably with an international development component.</p>	<p>Desirable:</p> <p>Experience in working with teams and securing project participation and collaboration even when lacking formal authority over them.</p> <p>Experience in an international development organisation would be an asset.</p> <p>Experience in EdTech innovations and implementation.</p>

### Competencies Required

- **Project Management:** Has the ability to get the job done within an appropriate time frame; can handle and deliver multiple projects simultaneously; implements plans and makes mid-course changes when necessary to achieve goals; sets daily, weekly, monthly, quarterly and annual project goals, creating specific plans to meet them; shows persistence in overcoming obstacles; ensures follow-through to desired results.
- **ICT skills:** Skills to use information and communications technology at a sophisticated level to create, retrieve, store and exchange information and knowledge. Has willingness to learn and adapt to new technologies with ease.
- **Communication skills:** Delivers information effectively in a variety of settings including one-on-one, team setting, and wider audiences; Displays sensitivity to ethnic and gender issues in verbal and written communications and includes the ability to communicate and work with others, both within and outside of COL/CEMCA, by promoting co-operation and collaboration to achieve collective outcomes. Openly shares information, knowledge and expertise with others; appropriately gives and is open to feedback from team/co-workers.
- **Financial Awareness:** Ability to prepare and manage financial budgets in an effective, efficient and judicious manner and execute the projects and programme that achieve value for money.

- **Networking:** Ability to develop and maintain a network of contacts in government agencies and educational institutions on issues related to the job role, as well as ability to exercise professional judgement, discretion and diplomacy while representing COL/CEMCA's interests.
- **Contract / Vendor Management:** Ability to identify and select partners, as well as prepare, negotiate and manage agreements.
- **Knowledge:** Good knowledge of Educational Technology, New Media, ICTs, ODL and Project Management.
- **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.

**Job Location:** CEMCA office: 7/8 Sarv Priya Vihar, New Delhi 110016, INDIA

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