



COMMONWEALTH of LEARNING

Learning for Development

Job announcement

Head - Administration & Finance

Location: New Delhi

Commonwealth Educational Media Centre for Asia (CEMCA) was established by the Commonwealth of Learning (COL) in 1994 as a regional centre in New Delhi, India, with a mission to promote the meaningful, relevant and appropriate use of information and communication technologies to serve the educational and training needs of the Commonwealth member states of Asia. CEMCA provides advice and expertise relating to the competencies required for the effective use of open, distance and technology-mediated learning. CEMCA's services are available to all developmental and educational institutions and agencies in the eight member states in Commonwealth Asia.

COL helps governments and institutions use technology to expand the scope, scale and quality of learning. Headquartered in Vancouver, COL promotes policies to make innovation sustainable and works with international partners to build systems and applications that facilitate learning in support of development goals.

The Position: The Head - Administration and Finance, reporting to the Director CEMCA, will be based in New Delhi, India and is expected to:

- 1) Plan and manage all aspects of the treasury and accounting function;
- 2) 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, and Finance) that are aligned with the 3 year strategy;
- 3) Provide advice and other forms of logistical assistance in support of business development and additional contribution activities at CEMCA to sustain ongoing financial viability; and
- 4) Manage the CEMCA office and its staff.

Applicants should have 7-10 years of professional experience. Some experience in an international development organisation would be an asset. The position requires proficiency in MS Office applications and a readiness to adapt to new office technologies.

This 3-year initial appointment is renewable for a further term by mutual agreement.

The Person: The applicant will be recruited locally from within India. The successful applicant must have the ability to work as a productive team member, network across the region with governments and institutions, work with people from diverse cultural backgrounds, and exercise sound professional judgment and diplomacy.

To Apply: A full job description is displayed on COL's website at www.col.org/opportunities and on CEMCA's web site at www.cemca.org. Interested applicants must provide a resume and cover letter highlighting the professional background and experience relevant to the post. Applications must be submitted by email to opportunities@col.org marked '**Attention: Head – A&F CEMCA**', latest by **September 13, 2010**. While we appreciate the interest of all applicants, those who have not been contacted by **November 30, 2010**, should consider that there will be no follow-up to their application.

Applications from women candidates are particularly encouraged.