

JOB AND PERSON SPECIFICATION

Job Title:	Director - CEMCA
Reports to:	Vice President - COL

General Information

In consonance with the mission of the Commonwealth of Learning (COL), the Commonwealth Educational Media Centre for Asia (CEMCA) promotes 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.

Job summary

The Director of CEMCA reporting to the Vice President of COL is responsible for the planning and implementation of CEMCA activities, its regional presence including liaison with governments in the region, securing additional funding for programme activities along with the day to day management of operations at CEMCA.

Task description

The position-holder:

- Conceptualizes, designs and implements initiatives within designated areas of competence according to the needs of Commonwealth Member States of Asia and supports the development of expertise in the use of all forms of educational media.
- Works in an integrated manner to ensure CEMCA activities align with COL's programme sectors as approved in COL's Three-Year Plan (*see draft of the proposed Three-Year plan for: [2012-2015](#)*).
- Assists in the development of Country Action Proposals for the region as required and provides logistical support to COL activities as needed.
- Maintains and enhances relationships with Asian Member States, establishes the necessary contacts, networks and information systems to maintain regular and effective links, and raises the profile of CEMCA and COL in the region.
- Provides advice on the development and implementation of CEMCA initiatives according to an approved strategic plan as well as on relations with CEMCA's stakeholder groups and seeks additional contributions in support of its work.
- Manages all aspects of CEMCA operations including performance management of its staff according to specified guidelines.

Direct Reports:

- Programme Officer- Education
- Programme Officer – Livelihoods and Health
- Head – Administration and Finance
- Administrative Assistant

Person specification

Education:	Experience
<p>Essential: Postgraduate qualification in one or more of the following: Education Media Educational Technology Or other related discipline.</p>	<p>Essential 10 years of experience working in the areas of open, distance and technology-mediated learning, out of which 5 years should be in the area of international development.</p> <p>Experience of working in Asian developing countries.</p> <p>Relevant experience of programmes and project management.</p>
<p>Desirable: Qualification in open and distance learning. Qualification related to international development. Doctorate in Education or related area.</p>	<p>Desirable Excellent interpersonal and communication skills.</p>

Competencies

Knowledge

- Detailed knowledge of international development, intergovernmental relations, and government structures with in-depth insight into the Asian region.
- Understanding of COL's governance structure and management processes.
- Understanding of COL's 3 year strategy and RBM framework.
- Knowledge and experience required to be a credible interlocutor with ministers and senior officials of Commonwealth governments on development targets; policies and practices of international development organisations; education policy and practice issues; systems design; and applications of technology to education falling within the mandates of COL and CEMCA.
- In-depth knowledge of programme design and development.

Skills and Capabilities

- **Innovation & Creativity:** Injects originality into daily work through research, personal knowledge, and networking relationships; Thinks "outside the box"; Brainstorms and encourage new ideas and solutions; Takes appropriate risks.
- **Prudence:** Makes sure all ideas receive fair consideration. Sets an example by consistently modeling high standards of performance, honesty, and integrity especially with appropriate use of funds; Is willing to change his/her mind when given new information.
- Ability to mobilize, prepare and manage financial budgets in an effective, efficient and judicious manner.
- **Professional Judgment:** Possesses an in-depth understanding of the programme goals and issues related to assigned functional or specialized areas that adds value and has the scope of scaling up activities.
- Is sought out by others for advice in the specialized area. Maintains up-to-date knowledge through profession specific publications, contacts or professional memberships.

- Technical competence to be perceived as a thought leader and be a credible interlocutor by COL's partner institutions and agencies. Ability to develop and implement effective strategies for monitoring and evaluation of the programme, other functions or initiatives within the established results-based framework.
- Ability to develop realistic, relevant and achievable plans which are aligned and integrated with COL's triennial planning framework.
- **Networking:** Ability to develop and maintain a network of senior contacts in government agencies and institutions on issues related to education, ODL, and technology areas.
- Ability to exercise professionalism, discretion and diplomacy while representing COL's interests. Capability to respond, with appropriate proposals and solutions, to requests from Commonwealth governments and institutions for assistance in areas within COL's mandate. Has the skill to create a "can-do" climate with ease that leads to developing a professional partnership.
- Ability to identify and select quality partners, as well as prepare, negotiate and manage agreements that achieve value for money while remaining consistent with COL's policy framework.
- **Communication, Supervisory and Team Orientation Skills:** Delivers information effectively in a variety of settings including one-on-one, team settings, and wider audiences; Displays sensitivity to ethnic and gender issues in verbal and written communications.
- Capacity and skills to manage human resources (staff, consultants, advisors, etc.) in order to carry out COL's plans within the results based framework.
- Ability to lead teams as well as communicate and work with others, both within and outside of 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 from team / co-workers.

Personal Attributes and Behaviours required of All Staff

- Commitment to the ideals of COL, notably to the role of education as the key to human freedom and development and to the capacity of technology to enhance that role.
- Capacity to work in a multicultural office environment and to interact effectively with people from all Commonwealth countries; and readiness to adopt the working culture (timekeeping, time management collegiality, mutual respect, etc.) in the location of their job (Vancouver, Delhi, etc.).
- Readiness to use office technologies effectively and to adapt to new technologies that may be introduced and capacity to research and retrieve information about COL's activities and issues related to its mission and programmes.
