Position Title and Grade: Programme Coordinator, Grade D  
Reports to: Director at CEMCA  
Duration of Contract: Three-year term  
Position Location: Delhi, India

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, 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.

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.

Overview of the Position

The Programme Coordinator will provide academic/administrative assistance to the Director in the oversight of the programme, as guided by COL’s Strategic Plan for CEMCA which works in two sectors – Education and Skills. The job holder will be responsible for supporting the tracking and reporting of corporate results in accordance with COL/CEMCA requirements as per approved annual implementation plans and monitoring and evaluation systems.

Duties and Responsibilities:

- Supports the Director and Programme Officers in establishing and managing monitoring and evaluation processes and systems, including log frames, and in ensuring data collection and validation requirements are integrated.
- Tracks and collates information and provides support in analyzing data to prepare draft reports; brings meetings, issues, deadlines, and all other matters to the attention of the Director in a timely manner.
- Responds to routine enquiries and requests; works within parameters established by the Director when preparing responses on complex matters and assists in all matters related to general correspondence including preparing minutes, drafting replies, and compiling information from print, files and online sources.
- Drafts terms of reference for external consultants as required, prepares consultancy contracts and agreements in draft form per the policies and procedures established by COL and monitors timelines and deliverables on approved contracts.
- Assists the Director to prepare the annual programme sector budget by liaising and co-ordinating with the programme staff; actively monitors expenditure against the budget; compiles expenditure forecasts and processes payments in a timely manner.
- Performs other duties related to COL/CEMCA’s programme or activities, as required.

Direct Reports:

There are no direct reports in this position.
Qualifications and Experience:

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<th>Qualifications</th>
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<td><strong>Essential:</strong></td>
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<td>Graduate degree in a related area. Some training in monitoring and evaluation.</td>
<td>Five or more years work experience with exposure to programme coordination and reporting of results with international development agencies, not-for-profit sector or educational institutions. Ability to network with people and organisations internationally using both interpersonal skills and technologies. Excellent information and communication technology (ICT) skills to organise and track various activities.</td>
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<td><strong>Desirable:</strong></td>
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<tr>
<td>Postgraduate degree in education / social sciences / international development or related area.</td>
<td>Experience of working in developing countries.</td>
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Skills/Abilities

- **Communication** – Ability to communicate both verbally and in writing with a wide network of contacts in a clear and concise manner that displays sensitivity to ethnic and gender issues. This includes good drafting skills along with 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, gathering, sharing and disseminating information with others, and appropriately giving and being open to feedback from team/co-workers.

- **Online Productivity Tools** – Skills to use online productivity tools at an advanced level to create, retrieve, store and exchange information and with the ability to learn and adapt to new systems with ease.

- **Project Coordination** – Ability to organise, prioritise and complete multiple assignments simultaneously within an appropriate time frame in a manner that efficiently utilises resources and optimises efficiency while maintaining high standards of quality and accuracy; shows persistence in overcoming obstacles; and ensures follow-through to desired results.

- **Influence and Diplomacy** – Ability to exercise professional judgement, discretion and diplomacy while representing COL’s interests.

- **Contract / Vendor Coordination** – Ability to assist in identifying and selecting partners, drafting agreements that achieve value for money and are consistent with COL’s policy framework and monitoring deliverables and timelines.

Personal Attributes:

- Commitment to the ideals of COL/CEMCA, notably to the role of education and learning as the key to sustainable development.

- Capacity to work in a multicultural office environment with a readiness to adapt to the work culture: collegiality, quality, time management, attention to detail and mutual respect.

- 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.

CEMCA is located at 7/8 Sarv Priya Vihar, New Delhi 110016, India
How to apply:
Interested candidates should apply latest by January 21, 2022 at 5 PM (IST).
The application should include a cover letter and CV outlining how the applicant meets the requirements of the role and why they would be a good fit for the position. Please send to: opportunities@col.org with the subject line marked ‘Programme Coordinator, CEMCA’.