Position Title and Grade: Programme Coordinator, Grade D

Reports to: Director (Education Sector or Skills Sector), Grade A2

Duration of Contract: Three-year term

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

Overview of Functions of the Position:

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

Duties and Responsibilities:

- Provides administrative support to the Director for the assigned programme sector initiatives and activities which includes organising meetings and other events, booking and setting up of venues and circulation of briefing materials.
- Supports the Director and sector programme staff 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 analysing 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.
- Files and retrieves programme data and information for the Director in accordance with sound administrative principles and COL’s filing practices.
- Performs other duties related to COL’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>
<th>Experience</th>
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<td>Undergraduate degree in a related area.</td>
<td>Five or more years work experience with exposure to programme coordination</td>
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<td>Some training in monitoring and evaluation.</td>
<td>and reporting of results with international development agencies, not-for-</td>
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<td></td>
<td>profit sector or educational institutions.</td>
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<td><strong>Desirable:</strong></td>
<td>Ability to network with people and organisations internationally using</td>
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<tr>
<td>Undergraduate or Postgraduate degree in education / social sciences /</td>
<td>both interpersonal skills and technologies.</td>
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<td>international development or related area.</td>
<td>Excellent information and communication technology (ICT) skills to</td>
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<td>organise and track various activities.</td>
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Skills and Competencies:

- **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, 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 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