



COMMONWEALTH of LEARNING

Learning for Development

Job Announcements (2 positions)

Programme Officer – Education
Programme Officer – Livelihood & Health
Location: New Delhi, India

Commonwealth Educational Media Centre for Asia (CEMCA) was established by the Commonwealth of Learning (COL) in 1994 as a regional centre 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 Ministries, 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 Positions: The Programme Officer, reporting to the Director CEMCA, will be based in New Delhi, India and is expected to:

- plan, implement and monitor all Education Sector activities for CEMCA under COL's three year plan;
- facilitate training and advice on open and distance learning (ODL) and technology related applications;
- prepare budgets and provide support for CEMCA's activities;
- seek additional funds;
- help in developing knowledge resources; and
- contribute to CEMCA's overall mission and mandate.

Applicants should have post-graduate degree in relevant areas with a minimum of 5 years of professional experience. Some experience in an international development organisation would be an asset. The position requires advanced level proficiency in information and communication technology (ICT) applications and a readiness to travel extensively within the region.

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: The full job descriptions for both the positions are displayed on COL's website at www.col.org/opportunities and on CEMCA's web site at www.cemca.org.in/opportunity. 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: Human Resources and Contracts Manager**, latest by **August 31, 2013**. While we appreciate the interest of all applicants, those who have not been contacted by **October 31, 2013**, should consider that there will be no follow-up to their application.

Applications from women candidates are particularly encouraged.