

Job and Person Specification

Title:	Consultant: Informal Learning Opportunities Designer		Location:	Colombo, Sri Lanka
Position Created:	June 2016	Type of Appointment:	Part-time basis, until January 15 2018	
Reports To:	DFAT Program Manager			
TRP:	A daily rate of LKR 16,000. The consultant will need to use their own laptop but will have access to a desk phone, printer, scanner and other office amenities.			

Job Specification

1. Summary of the broad purpose of the position and its responsibilities/duties

The Australia Awards South and West Asia Program is managed by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and is administered by Scope Global. It is a multi-country program with its central hub in Sri Lanka and service delivery offices in five other countries.

Australia Awards are provided to build the skills and knowledge of individuals so that they can contribute to their country's development, and to support the ongoing development of links between Australia and the countries to which it provides aid. The Australia Awards are an important part of the Australian Government's focus on public and economic diplomacy, and provide long term Scholarships, Short Course Awards and other training opportunities.

The Consultant: Informal Learning Opportunities Designer will work under the direction of the DFAT Program Manager, Australian High Commission in Sri Lanka, to design Informal Learning Opportunities (ILOs) for the Australia Awards Sri Lanka program. Specifically, the consultant will provide technical expertise into the design of ILOs; produce budgets and forecasts for ILOs; and establish and manage stakeholder relationships.

2. Reporting/Working Relationships

The Consultant is based in the Australia Awards Sri Lanka office and reports to the DFAT Program Manager. The Consultant will work closely with the Australia Awards Sri Lanka Country Program Manager and Program Officers, and the Manager, Short-term Activities who is based in the Scope Global Head office in Adelaide, Australia. Throughout the course of their duties, the Consultant will liaise with partner government departments and agencies, and Australian Government partner organisations in Sri Lanka.

3. Special Conditions

Scope Global is an Equal Opportunity Employer which requires all staff to read and comply with our Corporate Policies including Code of Conduct, Work Health and Safety, Child Protection Policy, Fraud Prevention, Detection and Investigation Policy and complete Police and security checks where required under the policy.

4. Statement of Key Outcomes and Associated Activities

The key responsibilities of the position will be to:

Key Outcomes	Associated Activities (KPIs)
Technical Expertise	<ul style="list-style-type: none"> • Advise the DFAT Program Manager on relevant opportunities for ILOs that align with Sri Lankan and Australian Government development priorities, including gender, diversity and social inclusion • Under instruction from the DFAT Program Manager and, where appropriate, in consultation with Program staff and other partners identified by DFAT, develop specifications for ILOs • Identify opportunities for regional ILOs that may involve participants from other Program countries • Ensure that prospective ILO participants and their partner agencies are aware of Scope Global's implementation procedures, including the reporting requirements for ILOs • Ensure the smooth handover of ILO designs and relevant supporting documentation to the Country Program Manager who will oversee the implementation of the ILO
Financial Management	<ul style="list-style-type: none"> • Provide the DFAT Program Manager and Country Program Manager with forecasts for ILO activity budgets • Ensure that ILO participants and partners are aware of any financial entitlements and acquittal processes
Establish and manage stakeholder relationships	<ul style="list-style-type: none"> • Ensure that the DFAT Program Manager and Country Program Manager are informed of discussions with prospective participants • Actively participate in ILO design meetings with the DFAT Program Manager
Core Behaviours	<ul style="list-style-type: none"> • Accountability • Client Focus • Collaboration • Decision making • Leadership • Respect

Person Specification

Minimum Requirements/Key Selection Criteria

Essential

1. Relevant tertiary qualifications in education, training, or human resource development
2. Strong knowledge of professional development, training and adult education in Sri Lanka
3. Good knowledge of the Australian education market and institutions
4. Ability to specify ILO development activities to a level of detail suitable for procurement and sub-contracting
5. Experience and demonstrated excellence in planning
6. Demonstrated understanding of development and developing country contexts – particularly the Australian Governments development priorities in Sri Lanka
7. Excellent communication skills and experience of working effectively across cultures with a diversity of clients

Desired

1. Demonstrated ability to work with stakeholders and donors in developing country contexts to identify and develop educational and other professional development activities
2. Demonstrated experience of working in the development sector in Sri Lanka, particularly in Australian Governments priority sectors
3. Existing networks with key Sri Lankan stakeholders