



Learning Coordinator, Regional Support Office, East Africa

Closing Date: 14 January 2011

Digital Opportunity Trust (DOT) is a leading international non-governmental organization that focuses on creating educational, economic and entrepreneurial opportunities through the effective use of ICT for communities and people in countries that are developing, are in transition, or are under stress. With the ultimate aim of stimulating economic growth, community development and private sector development, DOT and its partners share a vision of a connected world in the 21st century.

Founded in Canada in 2002, DOT has engaged over 2,000 young people as ICT leaders who have reached over 200,000 community participants who have been empowered to use ICT for local development. Participation in DOT programs has given individuals the skills, knowledge and confidence to pursue opportunities that result in enhanced career mobility, increased income and increased economic growth of communities.

Institutionally, DOT has established locally driven organizations in Jordan, Lebanon, Egypt, Turkey, Ethiopia, Kenya, Rwanda, USA, China and Mexico through which DOT has strengthened the capacity of dozens of partner organizations to offer business development and ICT services to community members. DOT is also on track to support 2,000 schools in the USA, China and Mexico that are realizing improved educational outcomes through innovative use of IT in the classroom.

DOT is a young, agile and rapidly growing organization that is developing an enviable international profile by operating with the highest values and integrity. Building on DOT's proven track record and global community of partners, the next few years will be a period of both dynamic growth and institutional and program innovation.

*To support the rapid growth of the programs in Africa, DOT is now seeking to engage an **experienced learning coordinator** to play a key role in capacity building and helping to inform and shape DOT learning projects in Kenya, Rwanda, Ethiopia and globally.*

The Position

Reporting to the Global Learning Director, the learning coordinator will be a key member of DOT's global learning and African regional teams. The successful candidate will bring extensive instructional and curriculum design,

facilitation, and professional development experience, both face-to-face and online. The successful candidate will also be comfortable presenting DOT learning strategies at conference events. All candidates will share a commitment to innovation within DOT's vision.

It is preferable that the position be located in Nairobi where DOT Kenya is headquartered and the Regional Support Office is located, however candidates currently based in Rwanda and Ethiopia are also invited to apply.

Responsibilities

Major growth in Africa requires capacity in the region to support evolving DOT programming in Kenya, Rwanda and Ethiopia and to support continued growth opportunities in the region. As the regional learning coordinator, you will work with the DOT Global learning team and local Country operations to:

- Participate in global and in-country curriculum development projects;
- Serve as a learning resource to help with in-country localization efforts;
- Assess, leverage and develop DOT global-local staff learning and teaching competencies (instructional and curriculum design, facilitation – both face-to-face and online; integration of educational strategies);
- Mediate the curriculum development and deployment process ensuring collaboration between global and local resources;
- Facilitate sharing, re-use and showcasing learning resources created;
- Be a “mobile” expert trainer in region: facilitating learning events (face-to-face and online) and providing professional development and coaching to “apprentice” facilitators.

The Person

Qualifications and Experience

This is a complex job requiring diverse skills and experience. The ideal candidate will have the following qualifications relevant in Africa and possibly internationally:

- University degree in Instructional Design, (Adult) Education, Educational Technology, or related discipline preferred;

- Proven track record (minimum of five years) of designing high quality participatory learner-centred learning experiences that achieve the desired outcomes and demonstrate:
 - Innovative learning approaches with leadership, entrepreneurship, and business skills curriculum focus;
 - Design of culturally sensitive materials with an awareness of the issues and challenges of working in a development context;
 - Application of educational theory to instructional design;
 - Competence using learning-related technologies and tools (e.g., Moodle);
- Excellent face-to-face and/or online facilitation skills, both contexts is highly desirable;
- Proven project management skills;
- Excellent writing and communication skills in English; Spanish, French, and Portuguese an asset;
- In-depth knowledge of regional and local development priorities;
- Experience working in a global organization, such as an international NGO or corporation with international donors;
- Competent IT skills and a familiarity with online collaboration technologies (discussion forums, wikis, conferencing software, social media, etc.);
- Experience coaching and mentoring people in cross-cultural environments;
- Willing to travel frequently with no difficulty in securing entry visas to countries in the East Africa region and North America.

Personal Characteristics

- Passionate about helping others develop and discover advanced instructional design and facilitation skills.
- A strong spirit for community service and share DOT's passion to contribute to a better world;

- Thrives in an entrepreneurial and agile work environment. Flexible, comfortable with ambiguity and receptive to new ideas;
- Very attentive to detail and highly organized;
- Results driven. Motivated by a high sense of personal performance expectations and have a sense of urgency. Be a role model whose personal performance inspires others;
- Excellent interpersonal and communications skills. A comfortable leader and consensus builder, a team player;
- A knowledgeable promoter of the role of technology in modern economic development and formal and informal education;
- Enjoy working with youth and young adults and contributing to their development;
- Holds the highest personal ethics. A person who demonstrates integrity and is a model of ethical values and behavior at all times.

Compensation

DOT is a non-profit organization that recognizes that change is driven by involving the best people. Salary will be commensurate with experience for this Kenya-based position.

For More Information

Closing date: 14 January 2011.

Applications and enquiries should be submitted to Ms Heather Marshall, DOT Executive Office, Ottawa, Canada by email: hmarshall@dotrust.org.

Applications should include a cover letter, current curriculum vitae and the names and contact details of three references. References will not be contacted without prior consent. A portfolio summary of program curriculum design work you have led would also be helpful.

DOT will contact only those candidates who are invited for interview.