



## Digital Opportunity Trust

### Learning Director

**Closing Date: March 2, 2010**

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 21<sup>st</sup> century.

Founded in 2002, DOT has engaged over 1,200 young people as ICT leaders who have reached over 145,000 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.

DOT has created 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 has also supported over 200 schools in the USA, China and Mexico that are now seeing 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. DOT is headquartered in Ottawa, Canada.

*To contribute to the leadership of this continuing growth, DOT is now seeking to hire an **experienced Learning Director** to join its small but committed leadership team.*

#### **The Position**

We currently have a fulltime senior position available for a dynamic Learning Director to lead the development of our global learning curricula and manage an international team of instructional designers and facilitators. Key responsibilities will include:

- Provide thought leadership to DOT global and country teams on how to design and develop innovative and effective learning curricula (both online and face-to-face)

designed to attain program outcomes and demonstrate successful learning solutions.

- Provide leadership to ensure the creative and pedagogically sound infusion of technologies into the learning process in both formal and informal learning settings.
- Develop a conceptual infrastructure, process, and guidelines for the creation of digital artifacts and learning objects/resources.
- Guide the development and implementation of strategies for facilitating ongoing learning and professional development throughout the DOT network.
- Develop curriculum materials as well as recruit and manage instructional designer(s) to develop curricula as required. Develop strategies to nurture local and regional instructional design competency building.
- Lead the development of DOT facilitation capacity at the global level and develop and implement a strategy for building local and regional facilitation capacity of DOT country teams.
- Develop an approach and system for building a distributed global approach to curriculum development and delivery that is localized, sustainable, and consistent with global standards.
- Provide thought leadership to DOT global on effective options for scaling DOT's current intern-based learning and program model and new, alternative approaches for scaling DOT programs.

### **The Person**

This is a complex job requiring diverse skills and experience. The ideal candidate will be high energy, creative, and results-oriented. You have an ability to inspire others and act as a catalyst for change. Strong teamwork skills and commitment to community, education, and youth development is essential. You see yourself as a leader and consensus builder and team player with excellent interpersonal and communication skills. You are strategic and have a preference for an agile work environment – this includes being flexible, comfortable with ambiguity, and receptivity to new ideas.

The ideal candidate will have the following qualifications:

- Masters degree in Instructional Design, (Adult) Education, Educational Technology, or related discipline.
- Proven track record (minimum of five years) of designing high quality participative, learner-centered learning programs that demonstrate:
  - innovative adult learning approaches
  - leadership, entrepreneurship, and business skills curriculum focus

- design of culturally sensitive materials with an awareness of the issues and challenges of working in an ICT4Development environment
  - application of leading edge learning research and theory
  - very successful implementations and results.
- 
- Fluency in a range of web-based learning technologies as well as the face-to-face learning environment.
  - Excellent project management skills. Very attentive to detail and highly organized.
  - Able to lead, develop, and manage a distributed team. Experience working in a global context.
  - Passionate about helping others develop and discover advanced instructional design and facilitation skills.
  - Face-to-face or online facilitation skills (experience in both contexts is an asset).
  - If not based in Ottawa, you must also have a well equipped home office.

### **Compensation**

DOT is a non-profit organization that recognizes that change is driven by involving the best people. Salary will be commensurate with experience and includes a comprehensive benefits package.

### **For More Information**

Closing date: March 2, 2010.

Applications and enquiries should be submitted to Terrie Lynn Thompson, head of the search committee, by email: [jobs.learningdirector@dotrust.org](mailto:jobs.learningdirector@dotrust.org)

Applications should include a cover letter, current curriculum vitae, a 300-word statement of your teaching and learning philosophy, and the names and coordinates of three references. References will not be contacted without prior consent.

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