



Recruitment Notice

Facilitator for the Basic Education Community of Practice in Jamaica

(Kingston-based)

1. Project Context:

USAID has a long history of supporting the Government of Jamaica in improving basic education in the country. Under the Country Assistance Strategy for the period 2010-2014, USAID will continue to support the reform effort through a new project that will focus on basic education. To supplement this package of support, USAID proposed to build a ***Community of Practice (CoP) on Basic Education*** that will serve as a platform and forum to connect all those working in this area from across the island to not only access the rich reservoir of knowledge generated by past USAID education programs, but to also engage with one another to share lessons learnt and good/bad practices, as well as participate in national discussions and consultations that may have policy implications.

A wide range of development partners and stakeholders concerned with basic education in Jamaica, including the Government, have expressed their support for the development of a CoP on Basic Education. USAID envisages leading the initial development of the CoP but plans on transferring its management and ownership to a national institution sometime over the course of the four-year implementation period of the initiative.

The CoP initiative will be implemented by the USAID ***Knowledge Driven Microenterprise Development (KDMD)*** project, which is an innovative global project that seeks to maximize the impact of investments made in development, and bridge the gap between research and practice by enhancing learning, increasing efficiency, spurring collaboration and innovation, and promoting the adoption of good practices. Beyond the focus on microenterprise development, KDMD also serves as a demonstration of innovative KM approaches and a catalyst for their adoption in other development areas because KM is increasingly recognized as a way for USAID programs to achieve greater development effectiveness.

As principal contractor for the KDMD Project, the ***QED Group, LLC***, based in Washington DC, is now seeking to recruit a part-time senior **Facilitator** for the **Basic Education CoP** in Jamaica.

2. Position Description:

This is a part time position (20-25 hours/week or more depending on needs) based in Kingston with some travel to other parts of Jamaica, and possibly outside the country (to be determined and confirmed). The Facilitator will lead the Facilitation Team and report directly to the KDMD Deputy Chief of Party and/or his delegate and work closely with the CoP Activity Manager, based in Washington DC.

3. Key Duties and Responsibilities

The Facilitator is expected to serve as leader of the Facilitation Team take on the following duties and responsibilities:

- Lead the planning and coordination of the CoP Visioning and Launch Event. This includes: working closely with the KDMD Team and USAID Mission to develop the concept and plan for the visioning and launch event; identifying and inviting appropriate stakeholders; preparing promotional and outreach material for the CoP; oversee all logistics for the event (with advisory support from KDMD Team and operational support from the Research Assistant); and moderating the event (with facilitation support from the KDMD Team).
- Establish and Leverage the Resource Group for the CoP, which will help steer, guide, and stimulate the CoP. This includes: identifying members; coordinating and planning Group meetings; leading consultations with the Group to identify timely issues/topics or activities to add to the pipeline; and harnessing the Group's networks and technical expertise to help members of the CoP find solutions to their problems.
- Support the ongoing development of the Jamaica CoP on Basic Education, under the supervision of the KDMD Team and in close collaboration the USAID Mission. This includes: indentifying and inviting appropriate new members inside Jamaica to join; facilitating knowledge and information exchange among members; building trust and relationships and a sense of identity within the community; promoting and supporting coordination and collaboration among members; identifying opportunities for members to meet face-to-face; and planning and implementing face-to-face events.
- Manage the CoP's electronic mailgroup (listserv) and website. This includes: reviewing and refining messages before they are posted to the community to ensure quality and appropriateness of content; encouraging member participation; facilitating virtual exchanges and discussions; connecting with other networks and resource groups (as needed); developing a pipeline of issues/topics and activities; and identifying pertinent information and knowledge resources, including latest events, news and developments, publications and reports, and continually adding them to the community's website to keep it current.
- Consolidate virtual responses and discussions: This includes: preparing "Consolidated Replies" to virtual queries and summaries for discussions; requesting advice and additional

input from members; searching for comparative experiences and distilling best practices inside and outside Jamaica; undertaking supplemental research (if necessary); and archiving the Replies on the community website.

- Facilitate working-level relationships between relevant partners and external professional communities. This includes: Identifying, mapping and connecting with relevant regional and global networks and professional associations concerned with basic education; identifying and encouraging opportunities for knowledge exchanges within the region, across regions and at the global level.
- Identify and propose improvements and quality enhancements in order to strengthen the link between the CoP and other development partner initiatives in the country.
- Supervise Research Assistant and delegate responsibilities as appropriate; assess the performance of the Research Assistant.
- Regularly report on progress of CoP activities and overall performance to KDMD Deputy Chief of Party, against key performance indicators and annual targets agreed upon.
- Participate in internal assessing and learning activities, such as AARs, to capture lessons learnt and good/bad practices.

4. Expected Impact of Results

Results from the Key Duties and Responsibilities above are expected to contribute towards better development effectiveness in the country by improving the sharing of information, knowledge, lessons learned, and best practices, and by improving communication and collaboration among stakeholders concerned with basic education in Jamaica.

5. Required Skills and Competencies

- Thorough knowledge of key issues, concerns, opportunities and challenges related to basic education in Jamaica.
- Established professional networks and relationships with key stakeholders concerned with basic education inside and outside the country.
- High level expertise (technical knowledge) of methodologies, approaches, tools, etc. in basic education and able to advise members of the CoP.
- Demonstrated theoretical, conceptual and practical understanding of CoPs and what is required to build and maintain them.
- Highly effective at networking and at securing information and expertise.
- Exceptionally strong analytical, research and writing abilities--able to grasp and synthesize a wide range of sometimes complex ideas and issues and communicate them back to members orally or in writing.
- Demonstrated ability to communicate clearly and effectively through email and in person.
- Familiarity with adult learning approaches and techniques, including how to lead and motivate groups.

- Ability to moderate exchanges and discussions, and maintain enthusiasm of large groups in person and online.
- Service-oriented--motivated and responsive to the needs of peers.
- Excellent judgment, strategic thinking and the ability to manage risk and competing priorities and meet deadlines.
- Ability to perform well and deliver under pressure.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrated openness to change and ability to manage complexity.
- Familiarity with Web 2.0 technology and its application in KM, and in particular CoPs, and/or willingness to learn, an asset.

6. Required Experience and Education

- Graduate degree in education or related subject required.
- Minimum of 15-20 years of experience as an educator or professional in (basic) education.
- Prior experience in a research or academic capacity an asset.
- Prior USAID project management, training, or consulting experience an asset.
- Mail group (listserv) experience preferred, as moderator or member/participant.
- Language Requirements: Superior command of English required.

How to apply: Send resume, a cover letter that clearly illustrates how your overall experience and skills reflect one of more of the desired areas of experience above, and references to newbiz@qedgroupllc.com with “KDMD Facilitator—Jamaica CoP” in the subject line. For more information on QED, please see our website at www.qedgroupllc.com. Email transmissions only. No phone calls, please. Only finalists will be contacted.

QED is an Equal Opportunity Employer and encourages applications from all qualified individuals, regardless of race, religion, national origin, sexual orientation, and/or disability.