



COMMONWEALTH
SECRETARIAT

PROGRAMME ASSISTANT
EAD

APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS

You will find attached the job description of the role and general information on the section; the person specification specifically defines the education, experience and competencies required for the post and the summary terms and conditions for the grade of the position.

Before you proceed to apply, either online, ensuring you quote the correct vacancy number, or to our HQ-Recruitment address, please consider if you meet the following generic requirements;

- You must be a **national of a Commonwealth country**. Please provide evidence with your application.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. We will not take up references until after any qualified offer of employment has been made.
- You would be required to produce evidence of any educational and professional qualifications to support your application, on the day of your interview.
- Salary on appointment is 26,298 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates:

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post.

Please ensure that you complete the **Monitoring Form** and return with your application.

Your application should be received no later than on **8 May 2012**.

You should also be aware that due to the volume of applications the Secretariat receives and the need to reduce costs, it is our practice to communicate further about this vacancy only with those who are short listed and invited to attend an interview. If you do not hear from us within three months of the closing date, you may assume that your application has not been successful.

Thank you for your interest.

Edith Lawrence

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JOB AND TASK DESCRIPTION

Job Title: Programme Assistant

Division: EAD **Grade:** N

Reports To: Head of Section

General information

The Economic Affairs Division is responsible for the Secretariat's programmes on national and international economic issues and, with other divisions, for assisting member countries to improve economic policy-making, management and governance. The Commonwealth is committed to the Millennium Development Goals, which include targets on eliminating extreme poverty and hunger, promoting gender equality, ensuring environmental sustainability, and developing a global partnership for development. The Secretariat plays a key role in helping to identify solutions to the economic problems affecting Commonwealth developing countries; in achieving an international consensus on these solutions through analytical/ diagnostic work and advocacy; and in providing policy advice to governments. Practical assistance for economic development is a core Secretariat activity and a high priority for governments.

Job summary

The Programme Assistant is responsible for providing administrative services to support the Head of Section and Advisers within the Section. He/She will be primarily responsible for the travel function and the recording and maintenance of staff on leave and sickness absence within the division. Apart from this, the post holder will be required to assist in maintaining Division's financial records, the Project Management Information System (PMIS) and Registry.

Task description

The post-holder:

- Assists the various sections in the efficient and effective delivery of their activities;
- Organise official travel for staff in the division, which includes liaising with the Secretariat's designated travel agent and the Corporate Services Division; Preparation of the monthly staff travel form and information report and the quarterly travel report.
- Assist in maintaining and updating the financial records within the division;
- Process payments, maintain documentation and monitor project expenditures as appropriate;
- Assist in preparation of the Division's six-monthly News Brochure and maintaining the Divisional website;
- Maintains the Division's registry and documentation systems.
- Assist in liaising with staff from other divisions to ensure that documents are received by EAD in time for relevant meetings;
- Perform any other duties as may be required from time to time.

Personal Specification

Education

Essential: 'A' level or equivalent and academic or professional secretarial qualifications

Experience: Secretarial and administrative experience gained working with the public sector or relevant private sector organisations.

Desirable: Experience in working within an international organisation in a multicultural context.

Competencies:

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect.

Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Working with Others

Maintains an open, respectful, and professional approach to others

Works as a team to achieve shared objectives

Uses empathy and cultural awareness to facilitate working relationships

Builds rapport with colleagues

Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives

Developing & Applying Expertise

Makes attempt to improve knowledge skills and attributes through continued personal development

Adapting & Innovating

Adapts to changing circumstances and work demands

Shows a willingness to proactively take on new challenges and responsibilities

Considers ways of doing own job better

Accountability

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs

COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT N

This is a summary of the principal terms and conditions for Pay Point N at the Commonwealth Secretariat. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

General	All appointments to this grade are made on local terms, regardless of the nationality. Candidates must have the right to work in the United Kingdom.
Contract Term	Appointments are on limited term contracts. The initial period is usually three years, which may be renewed by mutual agreement according to the exigencies of the service and subject to fully satisfactory performance.
Eligibility to work In the UK	Appointments are subject to eligibility to work in the UK, if applicable.
Medical	Appointments are subject to passing a medical examination.
Clearance	Appointments are also subject to clearance to the extent that person's own government raises no objection to their suitability for employment.
Probation	All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
Period of Notice	<p>The appointment for all monthly paid established staff members with less than 4 years' service, may be terminated by the Secretariat by giving five weeks notice.</p> <p>For all staff with 4 years or more continuous service, the minimum period of notice shall not be less than one week for each year of continuous service plus one week to a maximum of 13 weeks.</p> <p>The staff member may resign at any time upon giving one month's notice.</p>
Annual Leave	<p>Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 25 working days per year, increasing to 30 days after 10 years continuous service. Leave without pay will not qualify for the earning of salary increments or annual leave entitlement.</p> <p>The Secretary-General may, upon application made to him/her allow leave entitlements accrued with other official bodies to count towards the 10 year figure.</p>
Pension / Gratuity	Staff are eligible to join the Secretariat's Group Stakeholder Pension Plan (GSPP). This is a combination of a group personal pension and a

stakeholder scheme. Pension benefits reflect the level of personal contributions and the value of the investments in the personal plan on retirement. The Secretariat contributes 15 per cent of gross salary; personal contributions are subject to limits based on a percentage of earnings depending on age.

Alternatively, staff who do not wish to join the GSPP, may opt to join the gratuity scheme, whereby each month the Secretariat will pay the equivalent of 15 per cent of gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

Further information on Group Stakeholder Pension and the gratuity scheme can be obtained from Mr Michael Jordan (0207 747 6162).

Retirement Age

65th birthday.

Insurance

Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Among the insurance policies the Commonwealth Secretariat provides is the Personal Accident/Travel policy. With regard to bodily injury, the underwriters conditions for that policy provide for the following, in respect of pre existing conditions;

Any contributory degenerative condition or disablement (as determined by a Qualified Medical Practitioner) known by the Insured Person to be in existence at the time of sustaining Bodily Injury will be taken into account by Insurers in assessing the level of benefit payable.

Further information on the existing policies would be made available to staff by the Corporate Services Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

Salary Point

£26,298 per annum gross.

Salary is paid monthly (normally on the 25th) directly to the Bank, and is subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates and National Insurance contributions.

Allowances

None. The salary given is fully inclusive.

Hours of Work

Basic working week is 36 hours exclusive of meal breaks.

COMMONWEALTH SECRETARIAT

Human Resources Section

Human Resources Section
Marlborough House Pall Mall London SW1Y 5HX
United Kingdom
www.thecommonwealth.org

MONITORING FORM - SECRETARIAT HEADQUARTERS

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s).....

Surname.....

Nationality

Please state.....

Gender

Please indicate with an "X" Male Female

Date of birth

Day "03"	"dd" e.g.	Month "mm" e.g. "10"	Year "yyyy" e.g. "1973"

Disability

Please indicate with an "X" whether you consider you have a disability or not.

Disability: Yes No.....

If you have indicated "Yes" that you do consider you have a disability please detail in the space below of any special requirements that you may require when attending for interview or group selection activities so that we can consider how to meet those needs to ensure equality of opportunity.

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Where did you see this post advertised?

Please tell us in which publication or on which website you saw this vacancy advertised.

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Thank you for completing these details – please make sure you return your completed form with your application.