COMMONWEALTH SECRETARIAT

ADVISER (HEALTH), HEALTH SECTION, SOCIAL TRANSFORMATION PROGRAMMES DIVISION

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 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 **£68,094** per annum 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, competences and other requirements for the post.

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

Your application should be received by **Friday 8 June 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 from the closing date**, you may assume that your application has not been successful.

Thank you for your interest.

Damian Dunne

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

Direct Tel: +44 020 7747 6174
Direct Fax: +44 020 7747 6520
E-mail: HQ-Recruitment@commonwealth.int

JOB AND TASK DESCRIPTION

Job Title:	**Division:**	**Grade:**
Adviser (Health)	Social Transformation Programmes Division (Health Section)	F

Reports To: Head of Health

General information

The Social Transformation Programmes Division (STPD) designs and implements the Secretariat's programmes on Human Development (Education and Health) and Gender based on mandates from member governments, with the objective of assisting Commonwealth countries to achieve the Millennium Development Goals (MDGs).

The Health Section assists countries to achieve the health-related MDGs by addressing the issues posed by HIV/AIDS, women's health, gender equity and human resources for health. Through a set of focused activities, the Section advises member states, provides policy advice; assists with strategy development, tools and methodologies; training; and institutional strengthening of their health sectors.

Job summary

Reporting to the Head of Health Section, the Adviser (Health) is responsible for developing and implementing, with member governments and other partners, projects and activities to achieve the MDGs. The Adviser will also provide public health advice and information, and may deputise for the Head of Health Section as necessary.

Task description

The post-holder:

- Develops and manages a portfolio of health projects, whilst continuously seeking to improve their content, scope and depth, and methods of delivery;
- Networks with member governments and other partners to develop joint programs;
- Networks with Education and Gender sections of the Division to identify areas for joint planning and programming;
- Seeks funding for the execution of projects and implements them in partnership with major stakeholders through workshops, seminars, and consultations;
- Monitors and evaluates the work of external consultants;
- Contributes to the development of Secretariat strategies for health;

- Facilitates the organisation of the annual Commonwealth Health Ministers Meeting and other Ministerial meetings, in collaboration with others ensuring that important public health issues are reviewed and that a realistic work programme is agreed;

- Represents the Social Transformation Programmes Division at other fora;

- Perform other duties as required

Person specification

Education

- A first degree in health sciences.

- A post-graduate qualification in public health and related discipline.

Experience

- Minimum of six years' experience at middle management level within a Governmental or other health organisations.

- Minimum of 4 years practical experience in the design, management and monitoring and evaluating of public health projects.

Desirable

- Experience in a health-related fields (Medicine, nursing etc).
- Working experience in Multicultural environment and /or international organisation

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. Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated
Communication
Communicates and explains complex issues to a wide range of audiences, selecting the most effective medium Sets parameters for others to ensure consistency of approach and style of communications
Managing Resources
Manages programme and cross team activities against specific objectives/results Manages available resources in order to meet objectives e.g. by effective and efficient use of budget

inter alia Identifies the best method and resources when high level course of action has been identified Analyses available resources and what activity they will enable Takes responsibility for multi team/programme activities Manages diverse motivations of a range of groups in large scale programmes
Decision Making
Determines what can be realistically achieved when deciding on strategic solutions Is proactive and responsive in making decisions on complex, technical issues based on appropriate information
Accountability
Takes ownership of assigned tasks, honours deadlines. Ensures timely delivery of outputs within defined cost and quality standard parameters. Takes responsibility for own shortcomings and compliances. Supports subordinates, provides oversight and takes responsibility for all delegated assignments.
Developing & Applying Expertise
Is viewed externally as a subject matter expert Applies specialist knowledge in a wide variety of contexts to facilitate implementation of recommendations Seeks to create opportunities for others to build on skills and expertise Represents position of trusted advisor and consults on the resolution of a wide range of setbacks Engages in dialogue in an attempt to pre-empt any critical issues Provides advice to the SG and DSG on area of expertise

1 November 2010

COMMONWEALTH SECRETARIAT

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Marlborough House Pall Mall London SW1Y 5HX
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SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT F

This is a summary of the principal terms and conditions for Pay Point F 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.

A. GENERAL

Contract Term Appointments are on limited term contracts usually of three years. Contracts may be renewed by mutual agreement and subject to fully satisfactory performance. Staff at this level may normally serve for not more than three three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

Medical Appointments are subject to passing a medical examination.

Clearance Appointments are also subject to clearance to the extent that the candidate'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 During probationary service, the appointment may be terminated by the Secretariat giving five weeks notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.

Annual Leave 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.

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.

Pension/Gratuity Staff are eligible to join the Secretariat's Gratuity or the Pension Scheme.

In respect of the Gratuity Scheme 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.
The Secretariat's Group Stakeholder Pension Plan (GSPP) 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.

Further information on the schemes can be obtained from the Payroll Section of the Finance & Management Information Section.

Retirement Age 65th birthday.

Private Healthcare and Dental Cover The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions

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.

B. APPOINTMENT OF OVERSEAS RECRUITED STAFF

"Overseas Recruited Staff Member" means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

Salary Gross Salary **£68,094** per annum.
Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates.

Installation & Termination Grant Will be provided on commencement and termination of appointment at 7% of net salary.

Travel Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in Staff

Rule 69 c and d in the Human Resource Handbook, will have their air travel costs met by the Secretariat, as follows:

Economy – where total flight time is less than 8 hours
Business – where total flight time is more than 8 hours

For all journeys, the most direct means of air travel available will be provided. In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.

If travel is not at the same time as the member of staff, family members will only be entitled to economy class travel, irrespective of length of journey.

Education Allowance

An education allowance will be payable, provided the dependent* child is in continuing full-time education at the time of the staff member's appointment.

The staff member is entitled to 75% of admissible costs per child per scholastic year. The maximum amount of admissible costs is £24,941 per child per scholastic year.

Home Leave

The staff member is entitled to home leave once in every three years of qualifying service. Please see Rule 81 in the Sutherland Human Resource Handbook for more information.

Transporting Effects and initial appointment arrangement

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 500 cubic feet in the case of a single staff member, and up to 700 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child* residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child*. No separate allowance will be made for transporting an automobile and not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20ft container (internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.

Subsistence Allowance

When first taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and a dependent child* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival in post. Thereafter, the cost of a furnished apartment will be reimbursed for a period of up to three weeks or until suitable accommodation is secured, whichever is the earlier. Accommodation allowance will then be payable.

Diplomatic Immunities & Privileges

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

+ on submission of receipts

*** 'Dependent child'** means an unmarried natural or legally adopted child of the staff member, who normally resides with the staff member and who is under the age of 18 years or, a child under the age of 21 years who is in full time attendance at an educational institution. With regards solely to Education Allowance a dependant child is recognised up to the age of 23. The Secretary-General may also declare a child who is not the natural or legally adopted child of the staff member as "dependent" on the basis of the information provided. The Secretary-General may waive the requirements as to age and attendance at an educational institution where the child is totally and permanently disabled. Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.

COMMONWEALTH SECRETARIAT

Human Resources Section

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 "dd" e.g. "03"	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 details 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 where you saw this vacancy advertised.

……

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

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