

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:

Programme Manager

Division:

Commonwealth Youth Programme
Caribbean Centre, Georgetown, Guyana

Reports to:

Regional Director, Commonwealth Youth Programme,
Caribbean Centre

General Information

Young people constitute more than 60% of the population of the Commonwealth, and their wellbeing and development are essential to the success of the Commonwealth and its member states. The Youth Affairs Division (YAD) of the Commonwealth Secretariat, established in 1973 and known internationally as the Commonwealth Youth Programme (CYP), works with Commonwealth member governments, youth leaders and youth professionals on the development and implementation of policy and programmes for the empowerment of young people aged 15–29.

The work of YAD is anchored in the belief that empowered young people are assets to their societies. It is vital to ensure they realise their individual potential, and to recognise and nurture their ability to contribute to their countries' development, and the success of the Commonwealth. YAD focuses on areas of major political, economic and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings (CHOGM) and the Commonwealth Secretariat Strategic Plan. The Commonwealth Plan of Action for Youth Empowerment (PAYE), developed by YAD in partnership with youth development stakeholders, underpins the work of YAD, and provides encouragement and guidance to member governments and other development organisations to create the optimum enabling environment for young people to participate as equal partners in development and democracy.

YAD operates from a pan-Commonwealth international office at the Commonwealth Secretariat's headquarters in London, and four regional CYP Centres located in Africa (Zambia), Asia (India), the Caribbean (Guyana) and the Pacific (Solomon Islands). As well as stand-alone initiatives, YAD partners with other Commonwealth Secretariat divisions to integrate a youth perspective across all key facets of the Commonwealth (economic, political, human rights etc). YAD also facilitates and supports representative youth leaders to build networks and have a voice in the Commonwealth.

The Caribbean Centre responds to youth development for 17 English-speaking countries and territories of the Commonwealth Caribbean, and Canada, covering 18 countries with a total population of 38 million people. The Caribbean Centre helps to formulate policies and programmes for youth development, working collaboratively with governments, young people and other stakeholders.

Job Summary

The Programme Manager is responsible for the implementation and management of a share of the Commonwealth Youth Programme in the Caribbean Region, including supervising a small team of programme support staff. The Programme Manager supports the development of the Youth Affairs Division strategic direction, especially as it pertains to the Caribbean Region and his/her specific programme area/s. The Programme Manager will also liaise and collaborate thematically with Programme staff from other Commonwealth regions, and the pan-Commonwealth Office.

Programmatic work includes:

- Advocacy, facilitation and support of Member Governments (and others) to build strong youth-centred policies, programmes and environments;
- Building the capacity and profile of Youth Ministries, Youth Workers & Youth Leaders, and supporting networks and platforms for their engagement;
- Connecting and convening experts and key stakeholders to collaborate and share knowledge on youth development; and
- Discovering, or developing and demonstrating, innovative youth development products and thinking.

The Programme Manager is also required to oversee the administrative aspects of his/her programme area, including budgets and finance.

Key Accountabilities

1. Contributes to the YAD strategic direction, especially with respect to the Caribbean Region and his/her programme area/s, and thereby the Commonwealth Secretariat 4-year Strategic Plan.
2. Develops and manages programme budgets and plans to ensure effective realisation of the Strategic Plan.
3. Manages specific youth development programme area/s, promoting the development of enabling environments for youth empowerment, and the engagement of young people in development and democracy, by:
 - Planning, coordinating, delivering and evaluating programmes as per the strategic plan;
 - Working with regional youth networks, governments and partner agencies to develop programmes;
 - Undertaking / managing research, and disseminating information on relevant issues;
 - Supervising and developing programme support staff.
4. Builds and nurtures relationships with key programme stakeholders, and develops partnerships to further the impact of YAD activity, and secure additional resources.
5. Represents YAD at the programme level, and on occasion, at the regional and pan-Commonwealth level.

6. Develops and maintains a deep knowledge of regional youth issues and opportunities, to inform strategy, and allow effective development and implementation of programmatic activity.
7. Provides regular reports and input to the Regional Director and YAD's Pan-Commonwealth Office in London to agreed timescales.
8. Carries out any other appropriate duties as required by the Regional Director for the efficient operation of the organisation in a continually evolving environment.

Person Specification

Education

- A degree in a relevant discipline, such as social sciences, international development, or the humanities.
- Professional qualifications in a field such as youth work, community development, social administration or development.

Experience

- 5+ years' experience of working in a government or non-government organisation in a senior programme management capacity.
- 5+ years' experience of stakeholder engagement; experience partnering with Governments and international NGOs highly desirable.
- 2+ years' experience in a field such as youth work, community development, social development.
- Experience of working in developing countries.

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

Working with Others

Manages conflict and works towards mutual solutions

Identifies organisations with which to partner for specific solutions

Encourages others and provides them with the autonomy to pursue relationships

Uses personal influence to establish compromise and agreement when faced with conflict

Demonstrates balance between directness and diplomacy in negotiations

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims

Encourages and supports others in demonstrating cultural awareness when working with others

Planning & Analysis

Identifies and plans milestones/strategy for programme and cross team activities

Takes long term view on potential setbacks to strategy and takes appropriate action to mitigate against them

Maintains focus on a number of disparate activities at a high level

Accurately assesses trends in divisional requests interpreting how this translates into achievement of future targets

Critically analyses complex information from a range of sources and interprets this effectively

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

Developing & Applying Professional Expertise

Summarises/presents technical information in a manner that others can understand

Operates without any technical or professional supervision

Acts as a technical advisor to others to facilitate achievement of desired outcomes

Uses specialist knowledge to bring an alternative perspective to a situation

Liaises with stakeholders to facilitate implementation of recommendations

Uses experience and advanced technical expertise to support others

Leadership & Development (strategic)

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

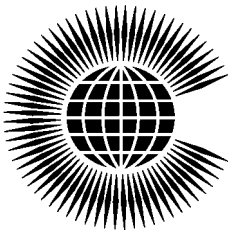
Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia

Translate strategies into actionable plans.

Contribute towards effectiveness of regional programmes.



COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR CYP PROGRAMME MANAGER, CARIBBEAN

This is a summary of the principal terms and conditions for the post of Programme Manager, CYP Caribbean. 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 of usually 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 two 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 subject to government 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	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	<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>
Gratuity	<p>At the end of each contract, the staff member will receive an ex-gratia payment equivalent to 15% of gross salary together with any interest accumulated over the period of the contract. This payment is subject to the Secretary-General's discretion.</p> <p>Payment of gratuity is made provided all amounts owed to the Secretariat have been settled and (for staff at the end of their term) property belonging to the Secretariat have been returned.</p> <p>Further information on the gratuity scheme can be obtained from the Finance Section on + 44 207 747 6157.</p>

Retirement Age	65th birthday.
Health Insurance	Access to the routine medical services through local health insurance scheme as operated in the Centre.
Other Insurances	Group Life Insurance, Personal Accident Travel insurance and international medical emergency covers are provided for all Internationally Recruited Staff – details will be provided by HR.

B. CARIBBEAN NATIONAL APPOINTED STAFF

Salary	Competitive salary and benefits.
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C. OVERSEAS DIPLOMATIC STAFF

Salary	Competitive salary and benefits.. Where applicable, the Secretariat will reimburse income tax levied on the net income of international staff by the host government. The reimbursement will be based on the prevailing MOU, relevant tax rates and procedures applicable in the host country.
Accommodation	Staff recruited to the post of Programme Manager Caribbean will be provided with an accommodation element incorporated into gross salary.
Installation & Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
Travel	<p>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:</p> <p>Economy – flights of 4 hours or less Business – all other flights</p> <p>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.</p> <p>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.</p>
Education Allowance	An education allowance, to assist with tuition fees, board and lodging only, is paid as a reimbursable cost ⁺ for dependant children* up to the age of 23 provided they are in continuing full-time education in a fee paying institution at the time of the staff member's appointment as follows:-

Up to £3,000 per child per annum for pre-primary school

Up to £4,000 per child per annum for primary & secondary school

Up to £5,000 per child per annum, for tertiary education (only for the first tertiary degree)

In cases where a dependent child is in full time education overseas, the amount allocated may be used towards air fares for visits to parent(s) in London.

These education provisions are currently under review and we anticipate new provisions to be in place by mid-year 2013.

***Transporting
Effects and Initial
Appointment
Arrangement***

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 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 20 foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000. For a 40 foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £70,000.

***Subsistence
allowance &
accommodation on
arrival***

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 dependent children* (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 the Secretariat provides suitable accommodation where host governments have not provided accommodation.

Where either rented accommodation or accommodation provided by the host government is immediately available subsistence allowance will not be payable. Only Installation Allowance will be payable.

Home Leave

The staff member is entitled to home leave once in every three years of qualifying service.

This benefit will also be applicable to nationals of the host country, where relevant. Relevance is defined in terms of geographical dispersion and applies to employees who will be eligible for relocation assistance at the start and end of their contracts

Please see Rule 81 in the Sutherland Human Resource Handbook for more information

***Diplomatic
Immunities &
Privilege***

Staff members are expected to observe the laws of Caribbean and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported. The Secretary-General may waive diplomatic immunity if he considers it necessary for the reputation or the best interests of the Secretariat.

+ 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.

SUMMARY OF TERMS AND CONDITIONS FOR PROGRAMME MANAGER, CARIBBEAN

OVERSEAS DIPLOMATIC STAFF	LOCALLY APPOINTED STAFF
<p><u>Contract Term</u></p> <p>Appointments are on limited term contracts of usually 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 two three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.</p>	<p><u>Contract Term</u></p> <p>Appointments are on limited term contracts of usually 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 two three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.</p>
<p><u>Medical</u></p> <p>Appointments are subject to passing a medical examination.</p>	<p><u>Medical</u></p> <p>Appointments are subject to passing a medical examination.</p>
<p><u>Clearance</u></p> <p>Appointments are subject to government clearance to the extent that person's own government raises no objection to their suitability for employment.</p>	<p><u>Clearance</u></p> <p>Appointments are subject to government clearance to the extent that person's own government raises no objection to their suitability for employment.</p>
<p><u>Probation</u></p> <p>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.</p>	<p><u>Probation</u></p> <p>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.</p>
<p><u>Period of Notice</u></p> <p>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.</p>	<p><u>Period of Notice</u></p> <p>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.</p>

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<p><u>Annual Leave</u></p> <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>	<p><u>Annual Leave</u></p> <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>
<p><u>Gratuity</u></p> <p>At the end of each contract, the staff member will receive an ex-gratia payment equivalent to 15% of gross salary together with any interest accumulated over the period of the contract. This payment is subject to the Secretary-General's discretion.</p> <p>Payment of gratuity is made provided all amounts owed to the Secretariat have been settled and (for staff at the end of their term) property belonging to the Secretariat have been returned.</p> <p>Further information on the gratuity scheme can be obtained from the Finance Section on + 44 207 747 6157.</p>	<p><u>Gratuity</u></p> <p>At the end of each contract, the staff member will receive an ex-gratia payment equivalent to 15% of gross salary together with any interest accumulated over the period of the contract. This payment is subject to the Secretary-General's discretion.</p> <p>Payment of gratuity is made provided all amounts owed to the Secretariat have been settled and (for staff at the end of their term) property belonging to the Secretariat have been returned.</p> <p>Further information on the gratuity scheme can be obtained from the Finance Section on + 44 207 747 6157.</p>
<p><u>Retirement Age</u></p> <p>65th birthday.</p>	<p><u>Retirement Age</u></p> <p>65th birthday.</p>
<p><u>Health Insurance</u></p> <p>Access to the routine medical services through local health insurance scheme</p>	<p><u>Health Insurance</u></p> <p>Access to the routine medical services through local health insurance scheme as</p>

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as operated in the CYP Caribbean Centre.	operated in the CYP Caribbean Centre.
<u>Other Insurances</u> Group Life Insurance, Personal Accident Travel insurance and international medical emergency covers are provided for all Internationally Recruited Staff – details will be provided by HRD.	<u>Other Insurances</u> Group Life Insurance, Personal Accident Travel insurance and international medical emergency covers are provided for all Internationally Recruited Staff – details will be provided by HRD.
<u>Salary</u> Competitive salary and benefits.. Where applicable, the Secretariat will reimburse income tax levied on the net income of international staff by the host government. The reimbursement will be based on the prevailing MOU, relevant tax rates and procedures applicable in the host country.	<u>Salary</u> Competitive salary and benefits.
<u>Accommodation</u> Staff recruited to the post of Programme Manager Caribbean will be provided with an accommodation element incorporated into gross salary.	<u>Accommodation</u> Not Applicable to locally appointed staff.
<u>Installation & Termination Grants</u> Will be provided on commencement and termination of appointment at 7% of net salary.	<u>Installation & Termination Grants</u> Not Applicable to locally appointed staff.
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<p>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.</p> <p>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.</p>	
<p><u>Education Allowances</u></p> <p>An education allowance, to assist with tuition fees, board and lodging only, is paid as a reimbursable cost* for dependant children* up to the age of 23 provided they are in continuing full-time education in a fee paying institution at the time of the staff member's appointment as follows:-</p> <p>Up to £3,000 per child per annum for pre-primary school</p> <p>Up to £4,000 per child per annum for primary & secondary school</p> <p>Up to £5,000 per child per annum, for tertiary education (only for the first tertiary degree)</p> <p>In cases where a dependent child is in full time education overseas, the amount allocated may be used towards air fares for visits to parent(s) in London.</p> <p><i>These education provisions are currently under review and we anticipate new provisions to be in place by mid-year 2013.</i></p>	<p><u>Education Allowances</u></p> <p>Not Applicable to locally appointed staff.</p>
<p><u>Transporting Effects and Initial Appointment Arrangements</u></p> <p>The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 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</p>	<p><u>Transporting Effects and Initial Appointment Arrangements</u></p> <p>Not Applicable to locally appointed staff.</p>

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<p>15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child*.</p> <p>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 20 foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000. For a 40 foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £70,000.</p>	
<p><u>Subsistence allowance & accommodation on arrival</u></p> <p>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 dependent children* (50 per cent) for a period of up to <u>two weeks</u> 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 the Secretariat provides suitable accommodation where host governments have not provided accommodation.</p> <p>Where either rented accommodation or accommodation provided by the host government is immediately available subsistence allowance will not be payable. Only Installation Allowance will be payable.</p>	<p><u>Subsistence allowance & accommodation on arrival</u></p> <p>Not Applicable to locally appointed staff.</p>
<p><u>Home Leave</u></p> <p>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.</p>	<p><u>Home Leave</u></p> <p>Not Applicable to locally appointed staff.</p>
<p><u>Diplomatic Immunities & Privileges</u></p> <p>Staff members are expected to observe the laws of Caribbean and other</p>	<p><u>Diplomatic Immunities & Privileges</u></p> <p>Not Applicable to locally appointed staff.</p>

OVERSEAS DIPLOMATIC STAFF	LOCALLY APPOINTED STAFF
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COMMONWEALTH SECRETARIAT

Human Resources Division

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.