

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:

Regional Director

Division:

Commonwealth Youth Programme
Caribbean Centre, Georgetown, Guyana

Reports to:

Director & Head of Youth Affairs Division, (Commonwealth Youth Programme) Commonwealth Secretariat, London, UK

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 (Caribbean), 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 Regional Director is responsible for the leadership and management of the Commonwealth Youth Programme in the Caribbean Region, including a multidisciplinary team of programme and administration staff. The Regional Director provides significant input to the development of the Youth Affairs Division strategic direction, especially as it pertains to the Caribbean Region, and takes responsibility for its implementation, monitoring and evaluation in the Caribbean Region.

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.

In addition, the Regional Director oversees all administrative aspects of the Caribbean Centre, including HR, Finance and IT, with support from the Commonwealth Secretariat service divisions in London.

The Regional Director also, on occasion, represents the Commonwealth Secretariat and provides assistance for regional work of other Commonwealth Secretariat divisions, which all operate out of London.

Key Accountabilities

1. Contributes to the YAD strategic direction, especially with respect to the Caribbean Region, and thereby the Commonwealth Secretariat 4-year Strategic Plan.
2. Develops regional operational budgets and plans to ensure effective realisation of the Strategic Plan, and manages implementation.
3. Builds and nurtures relationships with key regional stakeholders, especially Commonwealth member governments. Develops regional and pan-Commonwealth partnerships to further the impact of YAD activity, and secure additional resources.
4. Represents YAD at the regional level, and presents YAD perspectives and thinking at national and regional level events and meetings.
5. Develops and maintains a deep knowledge of regional youth issues and opportunities, to inform strategy, allow effective oversight of programmatic activity, and provide internal and external thought leadership on youth issues.
6. Manages operations of the CYP Caribbean Centre, including financial and administrative oversight, management and development of programme and administrative staff, and compliance with Commonwealth Secretariat policies and processes.

7. Provides regular reports and input to the YAD's Pan-Commonwealth Office in London to agreed timescales.
8. Provides regional level guidance and support to other Commonwealth Secretariat divisions as required.
9. Carries out any other appropriate duties as required by the Director of YAD for the efficient operation of the organisation in a continually evolving environment.

Person Specification

Education

- Advanced degree (Master's degree or equivalent) in Social Sciences, Humanities, Management, Business Administration or a related field.
- A first level university degree in combination with 5 additional years of qualifying experience may be accepted in lieu of the advanced level university degree.

Experience

- 10+ years' experience of managing staff and resources, including financial and operational management.
- 10+ years' experience of stakeholder engagement at a senior level; experience partnering with Governments, multilateral organisations and international NGOs highly desirable.
- 5+ years' experience in a field such as youth work, community development, social development, or programme management.
- 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 & 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

Creates an environment where respect for diversity is embedded in behaviours, systems & processes

Communication

Establishes a culture of constant, consistent, clear and open communication

Ensures information is communicated to and from the top level and filtered through the appropriate channels

Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states

Planning & Analysis

Organises work programme with full cognizance of Board of Governance requirements

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Decision Making

Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general

Is confident of making strategic/critical decisions with limited information in time pressured situations

Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues

Creates a culture that values ownership of decisions and leads by example

Adhering to Principles & Values

Defines Commonwealth Secretariat values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Leadership & Development (strategic)

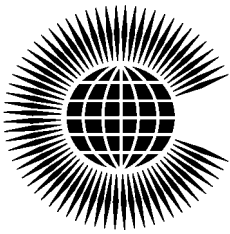
Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Leads on strategic issues



COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR CYP REGIONAL DIRECTOR, CARIBBEAN

This is a summary of the principal terms and conditions for the post of Regional Director, 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 Regional Director 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 REGIONAL DIRECTOR, 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>

OVERSEAS DIPLOMATIC STAFF	LOCALLY APPOINTED STAFF
<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>

OVERSEAS DIPLOMATIC STAFF	LOCALLY APPOINTED STAFF
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 Regional Director 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.
<u>Travel</u> 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 – flights of 4 hours or less Business – all other flights	<u>Travel</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>

OVERSEAS DIPLOMATIC STAFF	LOCALLY APPOINTED STAFF
<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>

<i>OVERSEAS DIPLOMATIC STAFF</i>	<i>LOCALLY APPOINTED STAFF</i>
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.	



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. "10"	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.