

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Adviser & Head of Caribbean/Pacific Section

Division: Political Affairs Division

Grade: E

Reports To: Director, Political Affairs Division

General Information

The Political Affairs Division (PAD) is the lead division in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. The Division is responsible to the Deputy Secretary-General supervising political work and also works closely with the Secretary-General, providing him with advice and support on all political issues and particularly in his Good Offices role. Its work ranges from monitoring and analysis of political developments and the preparation of briefings, to the organisation of election observation and the provision of technical assistance. The work is often of great sensitivity and involves demanding timetables.

PAD is also responsible for organising and servicing the biennial Commonwealth Heads of Government Meeting (CHOGM), the annual Commonwealth Foreign Affairs Ministers' Meeting and meetings of the Commonwealth Ministerial Action Group (CMAG).

Job Summary

The Adviser and Head of Section monitors and analyses political developments relating to the 24 Commonwealth countries of the Caribbean and Pacific regions as well as the relevant regional organisations, e.g. the Caribbean Community (CARICOM) and Pacific Islands Forum (PIF); is currently primarily responsible for the Commonwealth Secretariat's political relations with the United Nations in New York; identifies, prioritises and advises on policy issues in these areas to provide a basis for the Secretariat's decision-making and programmes; works together with the Democracy and Good Offices Sections of the Division to promote Commonwealth values and principles; and manages the team of professional and support staff in the Caribbean/Pacific Section. The role also involves frequent travel overseas, including with the Secretary-General and Deputy Secretary-General.

Role Description

The post-holder:

- Advises the Director, Deputy Secretary-General and Secretary-General on political issues in his/her areas of responsibility;
- Prepares policy papers and briefing materials, including speeches, for the Secretary-General and other senior officers, on assigned member countries and regional and international issues, both for bilateral consultations as well as in the context of regional and international meetings, and co-ordinates and integrates the contributions from other divisions into briefing documents;
- Provides leadership to the Caribbean/Pacific team, continuously seeking to motivate and guide them and promote the efficient functioning of the Section;

- Manages the Caribbean/Pacific Section by undertaking administrative and management duties including effective planning, budgeting, monitoring, evaluating and control over the delivery and quality of programmes.
- Supports meetings of the Secretary-General and other senior officials with Heads of Government, ministers, high level officials, and senior representatives of international and non-governmental organisations.
- Contributes to the selection of observers and preparation of briefing material for Commonwealth election observer missions as required; also participates in observer missions when needed and assists with post-mission reports;
- Supports the Secretary-General's Good Offices role, including as the Secretary-General's emissary when required;
- Represents the Secretariat externally at international seminars, conferences and workshops and promotes the Commonwealth through speaking engagements to a broad range of official, academic and civil society fora.
- Performs any other duties as may be required from time to time, including supervising the work of the Division in the Director's absence when required to do so.

Person Specification

Education

- A post graduate degree or other advanced qualification in a relevant subject such as political science or international relations.

Experience

- Minimum ten years' experience in providing policy advice to senior management in a Government department or international or regional organisation, especially on Caribbean and/or Pacific issues;
- Minimum ten years' experience of supervising multi-disciplinary staff;

Desirable:

- Significant policy formulation experience in an international context;
- Experience of working in a multilateral 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.

Challenges others to rectify biases in behaviour, systems & process

Communication

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Planning & Analysis

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

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Adhering to Principles & 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

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Mentors a number of employees at a senior level

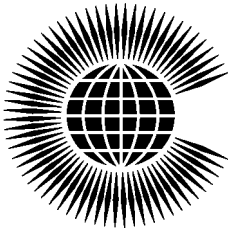
Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

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

04 April 2013



COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT E

This is a summary of the principal terms and conditions for Diplomatic staff 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 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 annual leave entitlements.</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	<p>Staff are eligible to join the Secretariat's Gratuity or the Group Stakeholder Pension Plan (GSPP)</p> <p>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.</p>

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 subject to the Secretary-General's discretion.

Further information on Group Stakeholder Pension and the gratuity scheme can be obtained from the Finance Section on 0207 747 6162.

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. BRITISH CITIZENS & UK RESIDENTS

Salary Gross Salary £ 82,309 per annum subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates.

C. OVERSEAS DIPLOMATIC STAFF

“Overseas Diplomatic Staff Member” means an officer of the Secretariat who has been accepted by the UK Foreign and Commonwealth Office as being a citizen of a country mentioned in section 1(3) of the British Nationality Act 1981, other than a person who is a citizen only of the UK and Colonies, and is permanently resident outside the UK.

Salary Gross Salary £ 82,309 per annum subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates. This equates to a net salary of £ 59,375 p.a. at today's rates.

Expatriation Allowance Will be paid monthly at the rate of 14% of gross salary.

Installation & Will be provided on commencement and termination of appointment at 7% of

Termination Grant	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>
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
Education Allowance	<p>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.</p> <p>The staff member may be entitled to 75% or £18,706 of admissible costs per child per scholastic year.</p> <p>The admissible cost is subject to a maximum amount of £24,941 per child per scholastic year.</p>
Transporting Effects & 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 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.
Expatriation Benefits	Should the staff member acquire resident status in the UK, the entitlement to expatriate salary and other benefits will cease immediately. Staff claiming these benefits will be required to sign an annual 'residential status certificate'. An improper claim will lead to disciplinary action.

***Diplomatic
Immunities &
Privilege***

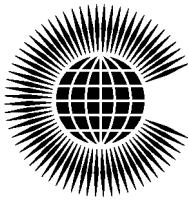
Staff members will enjoy (provided they are not citizens of, or permanently resident in, the UK) the privileges and immunities appropriate to a diplomatic agent of comparable rank.

This implies full personal immunities extending to the family of the staff member, inviolability of private residence, continuing customs privileges, and purchase without payment of UK tax of motor cars and dutiable spirits.

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. 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 25. 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 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.