



VACANCY

Senior Director, Economic, Youth and Sustainable Development Directorate

The Commonwealth Secretariat is recruiting a Senior Director for the Economic, Youth and Sustainable Development Directorate. A job and task description and a summary of the terms and conditions of service applicable to this post are below. Applications should be made via the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>.

JOB AND TASK DESCRIPTION

Job Title: Senior Director
Directorate: Economic, Youth and Sustainable Development
Grade: C2

Reports To: Secretary-General

The Commonwealth Secretariat seeks to appoint a new Senior Director of the Economic, Youth and Sustainable Development (EYSD) Directorate. S/he will lead the efforts of the Secretariat in supporting sustainable economic development along-with youth and social policy development, ensuring that the voices of member states are heard and compelling on the global stage. S/he will work comfortably at the highest levels with government leaders and will be at ease operating within multi-lateral environments. S/he will be an adroit manager, fluent advocate, economic development and policy thought leader, and committed internationalist.

Introduction

The Commonwealth is a voluntary association of 53 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 31 of its members are small states, many of them island nations. The Commonwealth is home to 2.4 billion citizens, of which 60% are under the age of 30.

Such diverse members of the Commonwealth are bound together by respect for all states and peoples; by shared values and principles; and by concern for the vulnerable. The Commonwealth operates by consensus of the member states, organised through the Commonwealth Secretariat, and non-governmental organisations, organised through the Commonwealth Foundation.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and social and economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations.

The Economic, Youth and Sustainable Development (EYSD) Directorate is responsible for the Secretariat's programmes work on global, regional, and national economic, youth and social policy issues, both contemporary and emerging, and on small states and climate change. The Directorate plays a key role in helping to identify solutions to economic, youth and social policy development challenges encountered by Commonwealth member countries, through analytical and diagnostic work and the promotion of evidence-based policy options. Its approach emphasises country ownership and engagement by delivering technical assistance on a demand-driven basis. The Directorate has excelled in particular in its work related to

sovereign debt management, climate finance, resilience, youth, social development, small states and other vulnerable states.

The Directorate also promotes international debates, dialogues, and consensus on key economic development issues affecting small states through global advocacy. It ensures effective partnership with key development institutions and representation in international fora. Under the leadership of the Director, the Economic, Youth and Sustainable Development Directorate delivers the annual Commonwealth Finance Ministers Meeting, Education, Youth and Health Ministers meetings and the annual G20 Development Dialogue, the triennial Commonwealth Small States Conference, and other strategic high-level engagements.

THE ROLE

The Senior Director of the Economic, Youth and Sustainable Development Directorate will provide vision, leadership, and guidance to the Directorate, the Secretariat, the Commonwealth member states, and partners globally. Reporting to the Deputy Secretary-General, the Senior Director will be a member of its Senior Management Committee, chaired by the Secretary-General, playing a leading role in shaping Secretariat strategies and policies, as well as those of the Directorate.

The Senior Director will ensure that the Directorate continues to be at the forefront of thought leadership and innovation in economic development and youth and social policy advocacy, reflecting the prioritised needs of member states. S/he will have a clear mandate to forge ever-closer partnerships with stakeholders in the international arena to optimize collaboration, enable the directorate's work to maximise its scale and impact, and mobilise resources.

As the leader of the Directorate, the Senior Director will manage a diverse team of approximately 25 highly experienced professionals and support staff who deliver specialised knowledge and technical assistance interventions in their respective fields of specialisation to member countries. S/he will develop the team more fully to ensure the effective balance of knowledge, skills, and representation.

The Senior Director of the Economic, Youth and Sustainable Development Directorate requires a unique blend of excellence in leadership and management, economic development, youth and social policy thought leadership; advocacy and relationship development. The duties and work programme responsibilities include:

Senior Management of the Secretariat:

- Member of the Senior Management Committee (SMC) which is highest level of decision-making in the Secretariat on policy, coordination and strategic matters.
- Contribute substantively to the development of Secretariat strategies and policies; and Provide strategic advice to the Secretary-General on innovative and sustainable economic development, particularly in international finance, international and regional co-operation, small states, health, gender, education, youth affairs, debt management, and the environment (climate finance).

Senior Management of the Economic, Youth and Sustainable Development Directorate:

- Provide policy and intellectual leadership for the work of the Commonwealth Secretariat in areas of divisional priority and core competence as above;



- Identify, undertake, and pioneer analytical work in the directorate's areas of responsibility with an aim to advocate through key global, regional, and pan-Commonwealth platforms;
- Lead the Secretariat's niche work in supporting and promoting the strengthening of resilience and capacity building of small states, and in influencing the responsiveness of international policies and mechanisms to the strategic development and resilience needs of small states;
- Lead and manage Directorate staff, ensuring a transparent environment in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives;
- Deliver strategic outcomes and results consistent with the directorate's mandate as defined in the Commonwealth Secretariat Strategic Plan;
- Institutionalise knowledge management; spearhead quality assurance in programme design and oversight; and ensure strong results-based management practices;
- Ensure sound financial management by managing the Directorate's resources to deliver to time, budget, and agreed quality in keeping with Secretariat policies and procedures;
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time.

Representation & Advocacy:

- Represent the Secretariat externally at a senior level and act as an advocate for Commonwealth policy positions at national, regional, and global levels;
- Advocate systemically with key audiences and lead the Secretariat's global advocacy and engagement with leading development institutions;
- Participate in and lead strategic high-level international fora to support effective engagement, impact, and influence in international decision-making. This includes leading the Secretariat's engagement in the Commonwealth-La Francophonie-G20 Outreach meetings, the G20 Development Working Group, and pan-Commonwealth fora; and
- Strengthen and build partnerships and synergies internally across business units and externally with key institutions, especially international financial institutions (IFIs), amongst others.

CANDIDATE PROFILE

The Successful candidate will bring:

KNOWLEDGE & EXPERIENCE

- Post-graduate degree in Economics or a related field of study with a strong research element from a reputable institution; a doctoral degree is desirable;
- At least fifteen years of experience, including a minimum of ten years at the senior management level, directing teams of multi-disciplinary professionals in a governmental or international organization;
- Extensive experience in sustainable development, including substantial experience working in developing countries; prior field-based experience and/or expertise in small states will be an asset;
- Leadership experience in developing and delivering complex economic research and policy-development work;
- Experience leading and operating within complex organisational environments and leading multi-stakeholder initiatives and multi-lateral processes;
- Track record of creating, managing, and strengthening a variety of strategic partnerships- externally and internally; and
- Experience in representation and advocacy that is aligned with the strategy and work of the Commonwealth Secretariat.

COMPETENCIES

The Senior Director of the Economic, Youth and Sustainable Development Directorate will possess the following:

Subject Matter Expertise

- A profound commitment to and in-depth knowledge of concepts and approaches relevant to sustainable economic development and policy-making, especially in a small state and vulnerable state context;
- Understanding of global economics and economic policy, including an understanding of the opportunities and barriers to the growth and development of small states;
- Comprehension of economic and youth development and social policy issues; and
- Familiarity with networked governance and taking leadership in such governance.

Strategic Capability

- Ability to develop, implement, and articulate a clear strategic vision and plan to steer the direction of a unique intergovernmental organization to ensure long-term impact;



The Commonwealth

- Capability to collaborate with Commonwealth entities, member states, and partners to develop effective strategies with differentiated approaches so as to address disparate audiences, cultures, and global contexts effectively;
- Strives actively to improve programmes or services, and offers creative options to solve problems or meet stakeholder needs;
- Navigates confidently in ambiguous situations and can make decisions that are aligned with the strategic objectives of the Secretariat and the directorate in the face of uncertainty or change;
- Willingness to take calculated risks on new and pioneering ideas; and
- Identifies and communicates clearly the links between the Secretariat's strategy and the directorate's goals.

Leadership & Operational Management Skills

- Modern, inclusive leadership and management style and skills with an ability to motivate a diverse team;
- Fosters a culture of engagement, empowerment, and continuous improvement;
- Builds trust and operates with transparency, managing in a deliberate and predictable way and recognising the accomplishments and contributions of staff;
- Excellent interpersonal skills which promote cooperation with colleagues and partners to guarantee constructive relationships internally and externally;
- Encourages others to set challenging goals and to act with autonomy in important areas of their work, creating an environment in which each staff members' input and expertise is valued and recognised;
- Focuses on implementation of agreed measures and plans with a commitment to executing for results;
- Takes a collaborative approach to decision-making but with courage to take unpopular stands when necessary;
- Anticipates and resolves conflict by pursuing mutually agreeable solutions; and
- Promotes diversity and equality in all aspects of work and staffing.

Advocacy & Representation Skills

- Outstanding communication skills: articulate and convincing speaker capable of representing the Commonwealth Secretariat and directorate to a wide variety of audiences, including Heads of State;
- Engages and operates effectively at the highest levels of all relevant constituencies with great sensitivity to diversity;
- Credible as an authority and voice within the international arena and broader global development community;
- Charismatic, eloquent, and diplomatic talent able to deliver the Secretariat's and the directorate's messages internally and externally in a convincing and compelling manner;



- Able to use influence and insight to form coalitions and engage new partners, leveraging networks strategically to accomplish objectives; and
- Understanding of developing and implementing effective strategies for resource mobilization.

Personal Attributes

- Committed to Commonwealth Secretariat’s goals and strategic outcomes with the energy to further enhance its profile and promote its work;
- Strong ability to work effectively in a diverse, multi-cultural environment with demonstrated respect for diverse points of view;
- Creates an environment in which respect for diversity is embedded in behaviours, systems, and processes;
- Responsive and flexible in addressing challenges and opportunities as they arise;
- A citizen of the world; and
- Unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals and organisations throughout the Commonwealth, the global development community, and beyond.

ADDITIONAL

Candidates must be skilled communicators with strong linguistic capabilities:

- Impeccable verbal and written communication skills in English are essential.

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
Creates an environment where respect for diversity is embedded in behaviours, systems and processes
Working with Others
Collaborates effectively with top level stakeholders i.e. Management Committee and Senior Management Group
Able to persuade, guide and advise top level stakeholders e.g. Management Committee, Senior Management and the Commonwealth Secretariat Staff Association



Leads discussions and negotiations on behalf of the Commonwealth Secretariat on human resources issues

Creates a culture where knowledge sharing and effective collaboration is encouraged

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 all levels of staff and management

Planning & Analysis

Organises work programme with full cognisance of Board of Governors requirements

Effectively assesses and advises on major programmes/activities at the directorate level

Balances focus in order to deliver both Commonwealth Secretariat goals and member states' goals as stated in the Strategic Plan

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

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 human resources strategies are aligned to the values and principles of the organisation

Leadership & Development

Provide vision and overall human resources strategy for the Commonwealth Secretariat

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

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.



Developing and Applying Professional Expertise

Guides senior colleagues in the resolution of complex and wide ranging Human Resources issues

Ensures breadth and depth of knowledge to enable guidance and facilitation in areas that may not be of own expertise

Acts on behalf of the SG and ASG, demonstrating knowledge and understanding across the organisation

March 2019

**SUMMARY OF TERMS AND CONDITIONS FOR
PAY POINT C2**

This is a summary of the principal terms and conditions for Diplomatic staff at the Commonwealth Secretariat. These terms and conditions are non-negotiable. 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

<i>Contract Term</i>	This appointment is for a fixed term of three years.
<i>Period of Notice</i>	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.
<i>Annual Leave</i>	30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.
<i>Pension/Gratuity</i>	The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.

On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:

Option 1: The equivalent of 15 percent of an individual's gross salary will be allocated as employer contribution to the Workplace Pension Scheme.

Option 2: An amount equivalent to 10 percent of the individual's gross salary will be allocated as employer contributions to the Workplace Pension Scheme and 5 percent will be paid as gratuity at the end of contract or at termination.

Option 3: Opt out of the Workplace Pension Scheme and have 15 percent of an individual's gross salary paid into the Gratuity Scheme This must be done within 30 days following enrolment.

In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 percent or 5 percent 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.

Personal contributions to the Workplace Pension Scheme are subject to limits based on a percentage of earnings depending on age.

Further information on the above schemes can be obtained from Human Resources and Facilities Management Division (HRFM).

Retirement Age The Commonwealth Secretariat retirement age is 65 years.

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 £113,000 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 (NON UK NATIONALS)

“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 £113,000 per annum subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates.

Expatriation Allowance Payable on a monthly basis at a rate of 1/12th of 14% of your gross annual salary.

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

Travel On 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 10 hours or less
Business - all other flights

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 may be entitled to 75% or £18,706 of admissible costs per child per scholastic year.

The admissible cost is subject to a maximum amount of £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 refer to the Staff Handbook for more information.

Transporting Effects on termination 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 on When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the

commencement and termination 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. Thereafter, an additional period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

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.

****A Dependant Child** is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee's family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled." 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.