

4 May 2016

Notification of Vacancy

Post Title: Director

Division: Oceans and Natural Resources Advisory Division

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable applications.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the post, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Tuesday 31st May 2016 at 17:00 BST.**



Gary Dunn
Deputy Secretary-General (Corporate)

Encl.



Director, Oceans and Natural Resources Advisory Division

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £107,858 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3 year term before your retirement age.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Tuesday 31 May 2016 at 17:00 BST**.

Applications should be made via our online application system at www.commonwealth.org/jobs.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail: HQ-Recruitment@commonwealth.int



JOB AND TASK DESCRIPTION

Job Title: Director
Division: Oceans and Natural Resources Division
Grade: C

Reports To: Deputy Secretary-General (Economic and Social Development)

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 53 member governments in promoting democracy, development and respect for diversity.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery. At the senior level, there are three Deputy Secretaries-General responsible broadly for the political, economic and social development, and corporate goals and programmes of the Secretariat.

The Secretariat has an annual budget of approximately £45 million in three separate Funds (Commonwealth Secretariat, Commonwealth Fund for Technical Cooperation, and Commonwealth Youth Programme) and a staff establishment of upward of 280 deployed principally at the headquarters in London as well as at two Commonwealth Offices for small states located in New York and Geneva.

The Secretariat is implementing a four-year Strategic Plan for the period from 2013/14 to 2016/17. The Plan concentrates effort on those areas where the Commonwealth Secretariat has a clear or proven advantage, capacity to add global value, and potential to deepen impact and results of benefit to Commonwealth member governments as well as the Commonwealth at large. The Secretariat is consolidating Results-Based Management together with strengthened governance in alignment with contemporary international standards and norms. The Secretariat has also recently introduced a reformed staff structure and establishment to meet the needs of the Strategic Plan.

The Oceans and Natural Resources Division (ONRD) is one of the major Secretariat Divisions of the Commonwealth Secretariat, which is funded wholly by the Commonwealth Fund for Technical Cooperation (CFTC). The Division is responsible for delivering the Pan-Commonwealth mandate concerning the strengthened and sustainable management of the oceans, maritime and natural resources by member countries.

The work of the Section is currently operationalised through the provision of legal, economic and policy advisory services to Member countries focusing upon the management of exhaustible natural resources (minerals, petroleum and gas), the negotiation and delimitation of maritime boundaries (including the extended continental shelf claims) and the development of national and regional strategies for the sustainable management of ocean space and maritime resources.



There has been an increasing global emphasis on the oceans in a maritime environment, in addition to a high and ever increasing demand in the natural resources sector. As an organisation that has done a lot of pioneering work, there is space for the Commonwealth to expand its role and operations so that it can continue to be at the cutting edge of emerging development issues and in the provision of policy advice services.

Job Summary

Reporting to the Deputy Secretary-General (Economic and Social Development), the post holder will direct, and inspire the Oceans and Natural Resources Advisory Division to deliver the required technical assistance programme provided through the Commonwealth Fund for Technical Co-operation (CFTC). The Director does so by ensuring that these programmes meet agreed objectives and targets in a manner which achieves maximum impact and value for money, in accordance with the Strategic Plan and results-based management framework of the Secretariat.

The Director manages a team of about highly experienced professionals and support staff who administer the delivery of specialised knowledge and technical assistance interventions on the oceans, maritime and natural resources.

The Director provides effective leadership and management oversight and vision to implement and advance the Commonwealth's Oceans and Natural Resources programme. The post-holder is expected to sharpen the programme's profile with the aim of enhancing it to further its development impact as the oceans and natural resource management in member countries continue to grow in prominence and political priority. The Director will as part of this function, identify the strategic and relevant partnerships and programme interventions required to ensure effective developmental outcomes and impact.

The Director provides advice to the Deputy Secretary-General (Economic and Social Development) and the Secretary-General on strategic, policy and operational activities related to the Oceans and Natural Resources.

Task Description

The Director undertakes the following:

Leadership and Management

- Participates and contributes in corporate management as a member of the Senior Management Group of the Commonwealth Secretariat, under the chair of the Secretary-General.
- Leads and supervises, inspiring the Division to project, promote and protect the Commonwealth's fundamental political values and to deliver the Secretariat's work in this area as defined in the Strategic Plan.
- Manages, maintaining the highest standards of Secretariat governance in the Division including in staff relations and the use of resources to agreed quality expectations and standards.
- Creates an environment for staff in which they can achieve professional and personal goals, and in which they are motivated to contribute to the Secretariat and the implementation of its programmes.



- Formulates, develops and oversees the implementation of strategies; analyses context and impact of current strategies and makes adjustments to maintain impact and achieve outcomes, making optimum use of human and budgetary resources.

Oceans and Natural Resources: Substantive oversight, support and advice

- Acts as an advocate for Commonwealth Oceans and Natural Resource policy positions at national, regional and global levels, and providing advice to the Secretary-General and the Deputy Secretary-General on the oceans and natural resource management issues relevant to the Commonwealth, in particular to its small and vulnerable member countries.
- Provide policy, strategic and visionary, and intellectual leadership for the work of the Commonwealth Secretariat in the areas linked to the Oceans, Maritime and Natural Resources, including in the design, implementation and adaptation, as required, of a strategy to strengthen the work programme and portfolio in this growing area of prominence of the Secretariat in support of national development of member states;
- Leads quality assurance and conceptualising of cutting edge programme design and delivery, including in the oversight and the delivery of outputs and outcomes that are consistent with the Secretariat's results-based management practices, including
 - Ensures sound financial management by managing the Division's resources to deliver to time, budget, agreed quality within established Secretariat policies and procedures;
 - Takes direct responsibility for the achievement of strategic outcomes and results falling under the Division's mandate as defined in the Secretariat's Strategic Plan;
 - Identifies and undertake analytical work in pioneering analytical work in the area of responsibility with a view to advocate at key regional, pan-commonwealth and other audiences.
- Strengthens and build partnerships, to advance the Division's work and results expected in the Strategic Plan, with member governments, intergovernmental organisations, key institutions, Centres of Excellence and other international agencies. This will include working closely across business units in the Commonwealth Secretariat to enhance synergies and build linkages across programmes;
- Provides leadership in institutionalising knowledge management in the oceans, maritime and natural resources work programme, and in the overall area of Economic and Social Development including inter alia, development of communities of practice, encourage research, and publication of case studies based on good practices.

Other

- Presents Commonwealth perspectives publicly through interaction with the media, public speaking and other profile-raising activities; and, supports organisation profile-building in collaboration with the Communication Division;
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Performs any other duties as may be required from time to time.



Person Specification

Education:

A tertiary degree and desirably a postgraduate qualification or equivalent in marine and natural resource management, international law, economic, economic development or a related social science, and science based discipline.

Experience:

At least 15 years' working experience at a senior management level, directing a multi-disciplinary team of professionals, in a governmental or in an international organisation.

Proven track record of effective people management skills at senior level.

Extensive experience related to at least 2 areas related to the oceans, maritime and natural resource management, and sustainable development.

Substantial experience working in developing countries and prior field-based development experience will be an asset.

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. Lead on strategic issues.

August 2015



SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT C

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

Contract Term

Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance and the organisations requirements at that time. 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

Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.

Pension/Gratuity

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

In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 per cent of gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

The Secretariat's Group Stakeholder Pension Plan (GSPP) is a combination of a group personal pension and a stakeholder scheme. Pension benefits reflect the level of personal contributions and the value of the investments in the personal plan on retirement. The Secretariat contributes 15 per cent of gross salary; personal contributions are subject to limits based on a percentage of earnings depending on age.

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

Retirement Age The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three year contract

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 £107,858 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 £107,858 per annum subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates. This equates to a net salary of £73,740 p.a. at today's rates.

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

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

Travel Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in Staff Rule 69 c and d in the Human Resource Handbook, will have their air travel costs met by the Secretariat, as follows:

Economy - flights of 4 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 see Rule 81 in the Sutherland Human Resource Handbook for more information.

Transporting Effects & Initial Appointment Arrangements 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 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 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.

- * '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.