

Terms of Reference General Information

The Governance and Institutional Development Division (GIDD) promotes the Commonwealth's core principle of *Just and Honest Government*, and executes the Secretariat's mandate on public sector development. It is the largest of the Secretariat's Divisions responsible for managing the Commonwealth Fund for Technical Cooperation (CFTC).

GIDD's work covers the full spectrum of public policy and administration. Its role is to provide advice and technical cooperation in capacity building and institutional development for poverty reduction and sustainable development in Commonwealth member countries.

GIDD has in-house specialist expertise in areas such as governance, public sector reform initiatives, public expenditure management, human resource management and anti-corruption.

GIDD is now seeking a talented individual with excellent research and analytical skills to support its work.

Job Summary

GIDD is seeking a talented individual with excellent research, analytical and communication skills for a six month internship placement. The intern will primarily assist the Division in carrying out and writing up research on areas related to the GIDD's work as well as helping to identify and communicate the impact of the Secretariat's Public Sector Development programme, through the provision of research support.

Internship Programme

The Commonwealth Secretariat's Internship Programme combines practical work experience with a structured learning experience through specific briefs aimed to achieve identified Secretariat objectives. It also aims to provide opportunities for professional development for recent graduates to gain experience and prepare them for the labour market.

Task description

- Conduct in-depth research on various thematic areas of GIDD's programmatic work
- Assist and work with the various sections in GIDD to identify and communicate the key highlights and impact of the Division's programmatic work
- Conduct research to document key achievements and "lessons learned" across GIDD's programmatic work over the past four years, to inform the development of the Commonwealth Secretariat's next four year Plan.
- Perform other duties appropriate to the position, including some programme support, as may be required from time to time.

Person Specification

Education:

- Recognised graduate level qualification in a relevant field (International Development, Public Administration and Development, etc).

Desirable

- Relevant Post-Graduate level studies on-going or completed.

Post holder should be able to demonstrate the following:

- Understanding of the governance agenda in international development.
- Well developed research and analytical skills
- Ability to work effectively as part of a team
- Ability to organise, plan and prioritise workload and work under pressure to deadlines
- Excellent written and oral communication and interpersonal skills
- Problem solving skills used to resolve routine and ad-hoc queries/ problems
- Ability to draft short promotional articles
- Ability to use own initiative
- Negotiating skills to interface at all levels;
- Ability to establish and maintain good working relationships with a variety of stakeholders;
- Excellent IT, e-mail and internet skills including the use of Microsoft Office (Word, Excel, Access, Powerpoint);
- Ability to meet the core Secretariat requirement of working effectively and sensitively in a multicultural environment

Required Competencies:

Principles and Values: 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.

Interpersonal: Communications

Communicates both written and verbal ideas clearly

Actively listens to others

Exercises diplomacy in language and terminology used

Confidently articulates a point of view

Expresses ideas and suggestions in a positive, persuasive manner

Interpersonal: Working with Others

Maintains an open, respectful, and professional approach to others

Works as a team to achieve shared objectives

Uses empathy and cultural awareness to facilitate working relationships

Builds rapport with colleagues

Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives

Expertise: Planning and Analysis

Organises own workload with minimal supervision

Accurately interprets instructions and carries out necessary actions

Recognises the importance of accuracy and pays appropriate attention to detail

Drive: Adapting & Innovating

Adapts to changing circumstances and work demands

Shows a willingness to proactively take on new challenges and responsibilities

Considers ways of doing own job better

Principles and Values: Accountability

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs

COMMONWEALTH SECRETARIAT

Human Resources Section

MONITORING FORM - SECRETARIAT HEADQUARTERS

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

Forename(s).....

Surname.....

Nationality

Please state.....

Gender

Please indicate with an "X" Male Female

Date of birth

Day "03"	"dd" e.g.	Month e.g. "10"	"mm"	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.