

JOB AND PERSON SPECIFICATION

Job Title: Economic Adviser - (Multilateral Trade)

Division: Trade, Oceans and Natural Resources Directorate (TONR)

Grade: F

Reports To: Head of Section - International Trade Policy Section

General Information

The Trade, Oceans and Natural Resources Directorate (TONR) is one of the three Directorates of the Commonwealth Secretariat. The Directorate brings together work in Trade Policy, Competitiveness, Hub and Spokes and Oceans and Natural Resources. TONR is responsible for delivering on two strategic outcomes:

- Effective policy mechanisms for increased trade, increased access to trade, employment and business growth and
- Sustainable development of marine, other natural resources, including blue economies

A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

TONR also houses the Hub and Spokes II Programme which is a joint programme of the Secretariat of the Africa, Caribbean and Pacific (ACP) Group, the European Union, the Commonwealth Secretariat and the Organisation Internationale de la Francophonie (OIF). The Hub & Spokes II programme is an innovative Aid for Trade initiative, helping to enhance trade development capacity in the Africa, Caribbean and Pacific (ACP) group of states

International Trade Policy

The Directorate's International Trade Policy Section (ITPS) undertakes work directed towards proactively promoting common approaches and courses of action on trade policy issues, with the aim of fostering multilateral trade, taking account of the special requirements of developing member countries; analysing regional trade and integration issues to provide objective assessments and policy advice prompting effective national and regional strategies in and approaches to regional co-operation; undertaking analytical work on emerging trade and related development issues to better understand potential implications and generate practical policy advice; conducting global advocacy work to promote trade and development linkages; enhancing member governments capacity to adapt and develop trade policies in tune with changes in global and regional trading systems; and helping institutions in member countries to formulate and implement trade and development policies for export of goods and services. The Section is also concerned with organising workshops/conferences/consultations, undertaking collaborative initiative/events with international, regional and national organisations, and country missions to advance trade advocacy and capacity building. In addition, it contributes to the Directorate's work on general development issues.

Job summary

Reporting to the Head of the International Trade Policy Section, the Economic Adviser will monitor and analyse key trade-related developments at the multilateral level, especially the WTO, UNCTAD, WIPO, OECD and G20, and develop advice and recommendations to benefit Commonwealth members, especially small states, LDCs and countries in Sub-Saharan Africa. The post-holder will also be responsible for taking forward the Section's applied trade policy work in selected areas and disseminating the findings strategically for maximum impact. The post-holder should have a mix of skills including, amongst others, knowledge of international trade theories and applied policy research techniques utilising data from secondary sources; familiarity with multilateral and major regional trade negotiation issues and the interests of the world's poorest and most vulnerable countries; ability to communicate technical analysis in a manner that would be comprehensible to different stakeholder groups; and ability to work in a team under a multicultural environment

Task description:

- Taking forward, further developing and managing of the Commonwealth's multilateral trade policy related research and analysis, including contributing significantly to the biennial *Commonwealth Trade Review*.
- Undertaking and managing technical analysis on topical and emerging trade issues, and preparing timely and high-quality briefs, studies, and policy documents that enhance the understanding of Commonwealth developing countries' interests and concerns in the related areas.
- Monitoring and analysing, and providing short- and long-term assessment of trade performance of member countries, including their intra-Commonwealth trade flows.
- Organising events, including the ones in collaboration with other international, regional and national partner organisations/civil society think tanks, to widely disseminate findings from technical policy work, advance Commonwealth perspectives on the contemporary policy discourses, and contribute to the international consensus-building particularly in the interest of the poorest and most vulnerable countries.
- Work with and provide advice to member governments and regional organisations on strategies, and programmes for the more effective and beneficial participation of LDCs, small states, Sub-Saharan African Commonwealth States in the global trade and economic system.
- Maintaining and providing up-to-date information on programme implementation and results in keeping with the results based management (RBM) methods of reporting.

In addition, the post-holder will also:

- Prepare and, or as required, contribute to the preparation and delivery of written reports, papers and briefings and make oral presentations; and prepare and contribute to the speeches and briefs for senior management; and respond to ad-hoc enquiries as appropriate.

- Coordinate and assist in substantive preparations for and servicing of Commonwealth meetings, workshops and other events organised by the TONR Directorate.
- Assist in selection of external experts for providing identified inputs on technical assistance projects, and monitor and evaluate their work.
- Represents the Section and organisation at internal and external meetings, conferences, seminars and workshops as and when required.
- Support the Section Head in preparing for work plans, finalising publication projects, developing policy and advocacy documents and, reporting results.
- Develop new partnerships with international organisations in the areas of mutual interest to exert greater impact and, explore and secure additional funding to further expand develop the analytical work programme.
- 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

Person specification

Education:

A post-graduate degree in Economics/International Relations/International Law with a strong applied policy research component and sound quantitative skills.

Desirable:

PhD in Economics/International Relations/International Law or relevant field with specialisation in applied or empirical policy work.

Experience:

At least seven years' experience in the areas of trade policy analysis and/or trade negotiations.

Experience in managing analytical and advocacy projects with demonstrable track record through extensive research in the related areas using quantitative data techniques.

Familiarity with key trade-related developments and current debates on trade, development and the SDGs at the multilateral level.

Knowledge of WTO Agreements, rules and functioning of the global trading system

Demonstrable track record in publications on international trade policy analysis



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.

Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated

Working with Others

Manages conflict and works towards mutual solutions

Identifies organisations with which to partner for specific solutions

Encourages others and provides them with the autonomy to pursue relationships

Uses personal influence to establish compromise and agreement when faced with conflict

Demonstrates balance between directness and diplomacy in negotiations

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims

Encourages and supports others in demonstrating cultural awareness when working with others

Managing Resources

Manages programme and cross team activities against specific objectives/results

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms



countability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia