

JOB AND TASK DESCRIPTION

Job Title: Intern Good Offices Section

Division: Political Division, Commonwealth Secretariat

Time frame: 1 January 2015 - 1 August 2015

Reports To: Head, Good Offices Section, Political Division

General Information

The Political Division (POL) is the lead division in the Secretariat's high-profile programme for the promotion of democracy and good governance in the Commonwealth. The division 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 follows demanding timetables.

POL is also responsible for organising and servicing the biennial Commonwealth Heads of Government Meetings (CHOGM) and other meetings, such as meetings of the Commonwealth Ministerial Action Group on the Harare Declaration (CMAG).

The Good Offices Section coordinates activities undertaken by the Commonwealth Secretariat to implement the good offices role of the Secretary-General for conflict prevention and post conflict peace building and assistance. The Section consists of the Head of Section and a Political Affairs Officer.

Job Summary

The Intern will contribute to the Section's work in conflict prevention and resolution and post-conflict capacity building programmes. The post-holder will support the Secretary-General's good offices activities and the programmed work of the section. The post involves attention to detail and calls for self-starting initiative. It may also involve some overseas travel.

Task Description

Plans and supports the Head of Section in the delivery of the Section's programmed work by:

- Preparing draft letters, briefing materials and conference notes for the conduct of the Commonwealth Mediation and Negotiation Training;
- Developing/maintaining a roster of Judges, Ministers and Parliamentarians, and other relevant conflict prevention mediation experts, which includes biographies and contact information, for the delivery of the

Commonwealth's Latimer House Principles training programme, as well as experts adviser and good offices deployments;

- Assisting in the development of the Commonwealth Latimer House Principles training for managing the relationship between the three branches of government;
- Maintaining good offices documentation on-line and in the files;
- Monitoring and analysing developments relating to conflict and peace, in particular those affecting Commonwealth member countries;
- Generally supporting the Section with its ongoing work in good offices engagements, including drafting memos, briefs or reports and undertaking organizational and administrative arrangements;
- Assisting the Section in organizing relevant meetings including Country Review Meetings, by preparing draft agendas, coordinating attendance, taking notes/minutes and reporting on state of follow-up actions.

Person specifications

Essential:

- Has or is at an advanced stage of a Degree or Master's programme in a relevant subject such as political science or international relations.

Desirable:

- Some prior work experience with a government service, international organisations, academia and/or conflict-oriented NGO.

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.
Changes systems and processes when biases are identified

Working with Others

Promotes team work and removes barriers to effective team working
Provides advice and guidance for others sensitively and where appropriate
Establishes ownership for relevant activities from the outset
Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer
Demonstrates an ability to negotiate with and influence senior colleagues and contacts
Proactively liaises with other divisions, partners & third parties

Managing Resources

Identifies targets for team activities and manages progress against objectives
Plans and manages activity spend accurately against budget
Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner
Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia
Recognises strengths and weaknesses in others, structuring teams based on this knowledge
Drives forward results of others
Takes ownership for team wellbeing

Decision Making

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

Accountability

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.

Leadership & Development

Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia

Provides constructive feedback to team members and colleagues with confidence and sensitivity

Actively seeks feedback on own performance and acts to modify behaviours where necessary

Inspires others through own enthusiasm