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**JOB AND PERSON SPECIFICATION**

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| **Job Title:** Economic Adviser – Global Advocacy**Division:** Economic Policy Division**Grade:**  F  |
| **Reports To:**  | Adviser and Head – Climate Finance and Small States Section |

**General Information**

The Economic Affairs Division is responsible for the Secretariat’s programmes on national and international economic issues and, with other divisions, for assisting member countries to improve economic management and governance. It plays a key role in helping to identify solutions to the economic problems affecting Commonwealth countries; in achieving an international consensus on these solutions; and in providing advice to governments on policy development.

The International Finance and Capital Markets (IFCM) Section focuses on financing for development issues. It places a strong emphasis on the adequacy of the international financial and development architecture to facilitate growth and development and advocates for policies which address the needs and vulnerabilities of the developing membership of the Commonwealth. In doing so, emphasis is placed on research and analysis, policy development, facilitation of discussion and debate, consensus building and advocacy to focus international attention on issues and solutions. The Section’s activities cumulatively contributes towards attaining the strategic outcome of advancing Commonwealth principles and values in global development and financing decisions; and the global advocacy outcome 1.3.

The Section organises and delivers high-level forums such as the annual Commonwealth Finance Ministers (CFMM) and Central Bank Governors Meetings; as well as the Commonwealth – G20 dialogue and associated policy outreach activities. The Economic Advisor plays a key role in supporting the delivery of the work programme of the Section.

**Job summary**

Job roles in the Secretariat evolve with both the changing mandates received from member countries and the skills of the team. This post will be responsible for: (1) developing and taking forward the G20 work programme and developing and managing the Commonwealth – G20 engagement in collaboration with the Head of Section; (2) development of a renewed work programme on reform of global governance; (3) supporting the preparations for CFMM; and (4) providing overall advice on the development of advocacy strategy.

In developing and taking forward work in these areas, the advisor will, along with other advisors collectively contribute to the delivery and achievement of outputs 5.2.1 to 5.2.4; and A.1.3 of the Commonwealth strategic plan.

The post-holder will be required to have a mix of skills including knowledge of the complex international economic and development issues, a willingness to learn new skills and an ability to identify opportunities for and understanding the constraints to building Commonwealth and global consensus on key financing for development issues.

**Task description**

The post-holder will be responsible for:

* Developing, taking forward and managing the Commonwealth – G20 programme of policy work to strengthen dialogue and engagement.
* Developing, taking forward and managing a renewed Commonwealth Reform of Global Governance work programme.
* Supporting the development of a global advocacy strategy by identifying key policy issues of global importance as well as new and emerging issues, where the Commonwealth can add value; and developing advocacy plans and supporting targeted advocacy activities to influence the structure of the global financing and development system.
* Supporting CFMM preparations.
* Undertaking and / or managing policy research and evidence-based analysis; organising meetings and workshops; sharing knowledge and experience; and building consensus to inform member governments, global policy development and Commonwealth advocacy for reform of the global development architecture.
* Monitoring, evaluating and writing briefs/reports, as necessary, on developments in the global economy and global development architecture, particularly as they impact on developing countries with a view to identifying new opportunities for the Secretariat and ensuring that the work programme is cutting edge and responsive to global developments.
* Maintaining up-to-date information on programme implementation and results in keeping with the results based management (RBM) methods of reporting.
* Managing and ensuring the effective communication and dissemination of outputs and outcomes of the work programme.
* Line manage research support.

In addition the post holder will also:

* Assist in preparing briefs and speaking notes for the division and for senior management and respond to ad-hoc enquiries as appropriate;
* Liaise, develop and maintain working relations with other Divisions with the Secretariat, with Senior Officials in national capitals of member countries, High Commissions, international organisations, IFIs and non-governmental organisations;
* Build new partnerships with international organisations in these areas and secure additional funding to further expand and develop the work programme;
* Support the Section Head in preparing sectional budgets and work plans, and sectional contributions to the Commonwealth Strategic plan.
* Perform any other duties as may be required from time to time.

**Person specification**

**Education:**

 Degree in Economics, with sound quantitative skills

 *or*

 relevant Post-Graduate degree with strong Economic components.

Desirable:

 A specialisation in international economics and/or International Development Finance

**Experience:**

Essential:

* At least seven years’ experience in economic analysis and policy formulation and financing for development at a senior management level in a government, international financial institution or research organisation (including NGO).
* Extensive experience of working in (or on) developing countries

Desirable:

* Practical knowledge of the workings of the international financial institutions.
* Demonstrable track record of project and programme management.
* Demonstrable track record in publications on financing for development issues.
* Demonstrable competence and experience in improving effectiveness and impact on advocacy, campaigning, communications and management of international development issues.

**Competencies**

Applicants should be able to demonstrate:

* Strong analytical and excellent drafting skills; including familiarity with recent developments in international economic issues and/or knowledge of the international development system;
* Proven ability to think laterally and innovatively applied to policy problems and develop and implement practical solutions;
* Proven ability to manage staff and interact constructively in teams,
* Capacity to undertake work with minimum supervision;
* An ability to work effectively across a range of issues simultaneously;
* An ability to build networks and knowledge rapidly in unfamiliar areas;
* Proven ability to interact constructively with governments and international organizations;
* Strong organisational skills;
* Strong interpersonal and communication skills.
* In addition, all staff appointed to the Secretariat are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

# Competencies:

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| **Respect for Diversity**  |
| Works effectively with people from all backgroundsTreats 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 makingExamine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or groupEncourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated |
| **Working with Others**  |
| Manages conflict and works towards mutual solutionsIdentifies organisations with which to partner for specific solutionsEncourages others and provides them with the autonomy to pursue relationshipsUses personal influence to establish compromise and agreement when faced with conflictDemonstrates balance between directness and diplomacy in negotiations Uses influence to persuade partners and third parties toward Commonwealth Secretariat aimsEncourages and supports others in demonstrating cultural awareness when working with others |
| **Developing & Applying Professional Expertise**  |
| Summarises/presents technical information in a manner that others can understandActs as a technical advisor to others to facilitate achievement of desired outcomesUses specialist knowledge to bring an alternative perspective to a situation Liaises with stakeholders to facilitate implementation of recommendationsUses experience and advanced technical expertise to support others |
| **Decision Making**  |
| Determines what can be realistically achieved when deciding on strategic solutionsIs proactive and responsive in making decisions on complex, technical issues based on appropriate informationConsiders the relevant justifications for a particular course of actionTakes context into consideration when making decisionsMakes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriateBases actions and approaches on the root cause of an issue, rather than the symptoms |

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| **Accountability**  |
| Takes ownership of assigned tasks, honours deadlinesEnsures timely delivery of outputs within defined cost and quality standard parametersTakes responsibility for own shortcomings and compliancesSupports subordinates, provides oversight and takes responsibility for all delegated assignments |
| **Leadership & Development**  |
| Reinforces vision throughout organisation e.g. by acting accordingly inter aliaIdentifies and develops leadership skills in othersEmpowers others to take control of their own development and progressionOffers sound guidance and direction on complex and critical issuesMaximises the potential of others e.g. by creating suitable opportunities for development inter alia |