

JOB AND TASK SPECIFICATION

Job Title: Head of Hubs and Spokes Programme (Consolidation Phase)

Division: Trade Division

Grade: E

Duration: Fixed-Term to 27 February 2019

Reports To: Director, Trade Division

BACKGROUND

Trade development has the potential to make a significant contribution to pro-poor growth and sustainable economic development. However, despite major efforts at trade promotion, reform and diversification, many Eastern and Southern African, Caribbean and Pacific ACP countries have not yet been able to integrate successfully into global markets and participate effectively in the income generating and poverty reducing practices of regional and international trade.

While the trade development challenges are varied, a key aspect has been that the governments of many Eastern and Southern African, Caribbean and Pacific ACP countries have limited human and institutional capacities. This has impeded attempts to take full advantage of the opportunities offered by regional and international trade, and to effectively manage the risks inherent in increased competition and exposure to international markets.

An added challenge is the increasingly congested trade policy agenda that many Eastern and Southern African, Caribbean and Pacific ACP countries are facing. These include:

- Multilateral trade reform through the World Trade Organization (WTO) Doha Round of trade negotiations.
- Compliance with international trade rules, including through the WTO and GATT frameworks.
- Finalisation / Implementation of the Economic Partnership Agreement (EPA) between the European Union (EU) and Eastern and Southern African and Pacific ACP regions.
- Regional integration efforts through the various regional integration initiatives in Eastern and Southern African, Caribbean and Pacific ACP countries.
- As well as an increasing interest in pursuing bilateral Free Trade Agreement (FTA) negotiations with key strategic international trading partners.

The increasingly resource intensive nature of such an active trade policy agenda underscores the need to strengthen trade capacities in the Eastern and Southern African, Caribbean and Pacific ACP countries including at the African Union Commission, COMESA, CARICOM, EAC, OECS, PIFS, SADC Secretariats. This requires

targeted, demand-driven and coordinated trade-related technical assistance that offers support to short-term trade capacity gaps while building sustainable and lasting trade development outcomes.

THE HUB AND SPOKES PROJECT

Since 2004, the European Commission (EC), the Commonwealth Secretariat and Organisation Internationale de la Francophonie (OIF) have recognised the scale of the trade development challenges facing many ACP member countries and provided assistance through *The Hub & Spokes Project*. With the support of the ACP Secretariat, from July 2012 donor partners are now able to offer continued trade-related technical assistance to ACP member states through the *Hub & Spokes II Project*.

The Commonwealth Secretariat is responsible for the implementation of the *Hub & Spokes Project* in Eastern and Southern Africa, the Caribbean and Pacific regions as well as at the African Union Commission. The OIF is responsible for the implementation of the project in Central and West Africa.

The overall goal of the *Hub & Spokes Project* is to contribute to sustainable economic development and poverty reduction in ACP countries through closer regional integration and increased participation in the global economy. This will be achieved by enhancing the capacity of ACP countries to formulate suitable trade policy, participate effectively in international trade negotiations and implement international trade agreements.

Through the deployment of Regional Trade Advisers to the African Union Commission or COMESA, CARICOM, EAC, OECS, PIFS, SADC Secretariats, and Trade Advisers/National Trade Advisers to Ministries responsible for Trade in the ACP countries, the *Hub & Spokes Project* is supporting a wide range of trade capacity development activities, including:

- Building institutional capacity for the Secretariats and national trade ministries and organisations responsible for trade policy formulation and negotiations;
- Enhancing skills and expertise of staff in relevant ministries and organisations to undertake and manage the varied tasks associated with trade policy formulation, negotiation and implementation;
- Strengthening national and regional institutions and training organisations so that there is an on-going and sustainable capacity to provide support to countries in these areas;
- Providing technical advice and undertaking studies on trade-related issues;
- Contributing to and coordinating communication mechanisms within and between ACP member countries on trade policy issues and strategies to achieve positive trade policy outcomes;
- Supporting public-private sector engagement on trade policy issues with a view to strengthening the policy-making process and empowering decision-makers through informed analysis and relevant contributions from non-government sectors.

An important component of the *Hub & Spokes Project* is the annual regional planning initiative, where project donors in the Eastern and Southern African,

Caribbean and Pacific ACP regions identify trade capacity development priorities, required interventions, expected results and opportunities for collaboration.

TASK DESCRIPTION

The Head of Hub and Spokes Project will:

1. Provide leadership to the Hub and Spokes Project, including managing 'Hubs' (Regional Trade Advisers) and 'Spokes' (Trade Advisers) deployed across ACP countries, and a small team based in London;
2. Provide day-to-day oversight of the project, including ensuring compliance with the associated reporting requirements;
3. Provide intellectual leadership and guidance on trade policy issues related to the activities of the Hub and Spokes Project;
4. Lead the preparation of technical and financial reports, both internal and to the European Commission, in accordance with the Grant Agreement;
5. Ensure implementation of the project outputs within the approved budget, time frame and agreed quality, in compliance with provisions under the Grant Agreement and in adherence with Commonwealth Secretariat and European Commission guidelines;
6. Establish and operationalize the Communities of Practice, including Hub and Spokes and other trade related experts working on Secretariat assignments;
7. Take direct responsibility for the achievement of strategic outcomes and results envisaged under the Hub and Spokes Project;
8. Provide the leadership and management to all staff under the project, in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives;
9. Take responsibility in ensuring governance arrangements put in place, both internal and through the partnership, are strictly adhered;
10. Strengthen and build partnerships with key institutions to promote achievement of the Secretariat's goals to integrate this project with funding from the 11th European Development Fund;
11. Work closely across other business units in the Commonwealth Secretariat to enhance synergies and build linkages across projects;
12. Advocate and systematically communicate to key audiences in advancing the work and results of the Hub and Spokes project; and
13. Contribute as required to the development of wider Secretariat strategies and policies.
14. Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.



The Commonwealth

15. Perform other duties as may be required from time to time.

PERSON SPECIFICATION

Education/Experience Criteria:

- Post Graduate qualifications in Economics, Business Administration, International Trade Law or a related discipline
- A minimum of 10 years working experience in project design and delivery with proven track record of dealing with Regional and/or International Trade issues
- Prior field based experience in the area of trade will be an asset
- Well-developed analytical and people management skills
- Working Knowledge of Europe Union institutions
- Working Knowledge of Economic Partnership Agreements and the Doha Development Agenda

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.

Challenges others to rectify biases in behaviour, systems & process

Communication

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Planning & Analysis

Effectively assesses and advises on major projects/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals



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Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable project/team to fulfil objectives in light of changing circumstances

Adhering to Principles & 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

Ensures that division/projects operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues.

April 2017