



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Senior Director, Governance and Peace
Division: Governance and Peace
Grade: C2

Reports to: Secretary-General

General Information

The Commonwealth Secretariat based in London, United Kingdom, is the principal intergovernmental body of the association's 53 member states, and is fundamental to the promotion of democracy, rule of law, human rights, good governance and social and economic development. Reflective of its membership, it is a voice for Small States advocating for their special needs, providing policy advice on political, economic and social development issues. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; and promotes the Charter of the Commonwealth affirming the commitment to the values and principles of the Commonwealth, in addition to assisting Developing Member states achieve Agenda 2030 and COP 21.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery on the Secretariat's Agenda.

The Governance and Peace Directorate is the lead Directorate in the Commonwealth Secretariat for the promotion of democracy, human rights, rule of law and good governance in the Commonwealth. The directorate is responsible for programmes which foster greater adherence to Commonwealth political values, the conducting of fair, credible and inclusive elections and engagement with member countries through the Good offices of the Secretary General. It is also responsible for promoting effective, efficient and equitable public governance, through programmes strengthening National Human Rights institutions and countries' participation in the United Nation's Universal Periodic Process; improving judicial and legal reform and access to justice; enhancing public administration and accountability through support and assistance to key public institutions at the centre of government and oversight institutions for good governance, and the prevention and elimination of corruption. Through its Office of Civil and Criminal Justice Reform, the directorate assists member countries by developing effective legal frameworks to increase efficiency in justice delivery and to increase clarity, certainty and predictability of business transactions and investment incentives. It also develops toolkits, guides and handbooks for law reform for sustainable development.

To build consensus among Commonwealth countries on common topical issues, global challenges and cooperation, the Directorate is responsible for convening the biennial Commonwealth Heads of Government Meetings (CHOGM), the annual meeting of Commonwealth Foreign Affairs Ministers (CFAMM), meetings of the Commonwealth Ministerial Action Group (CMAG) and the Commonwealth Law Ministers and Senior Officials Meetings (CLMM) and the Commonwealth Public Service Ministers Forum.

The Senior Director will work in partnership across all other Directorates and Divisions of the Secretariat for inclusivity in project and programme design and to ensure programme coherence to advance democracy and sustainable development.

Job Summary

Reporting to the Secretary-General, the post holder

- will direct the Governance and Peace Directorate to deliver on the Secretariat's agenda of strong democracy, rule of law and access to justice, promotion and protection of human rights and respect for diversity, public sector governance and strengthening legal frameworks for sustainable development through the Office of Civil and Criminal Justice Reform.
- manages a team of highly specialised staff who provide political and technical advice, and design and develop knowledge products for implementation in developing member states.
- provides thought leadership and has oversight of implementation of programmes and projects.
- will, as part of this function, identify strategic partnerships, and sources of extra budget resources and leverage collaborative networks to ensure effective outcomes and impact.
- is responsible for overall programme and project development, budgeting and management; and achievement of agreed targets.
- as the Conference Secretary, is responsible for policy content and operations for the Commonwealth Heads of Government Meeting (CHOGM), Commonwealth Ministerial Action Group Meeting (CMAG), the Commonwealth Foreign Affairs Ministers Meeting (CFAMM) and the Commonwealth Law Ministers and Senior Officials Meeting (CLMM).

Task Description

The role provides guidance, ensures overall responsive and astute political advice to the Secretary-General, and policy coordination and coherence within the Directorate and the wider Secretariat on programmes and projects.

The post-holder:

Leadership and Management

- Is a member of the Senior Management Committee (SMC) which is the highest level of decision-making in the Secretariat on policy, coordination and strategic matters.

- Participates and contributes as a member of the Senior Management Group of the Secretariat, under the leadership of the Secretary-General.
- Leads the Directorate to project, promote and protect the Commonwealth's fundamental values and to deliver the Secretariat's Agenda.
- Maintains the highest quality standards of internal governance in the Directorate, including staff relations and the utilization of resources.
- Liaises with Ministers of State, Senior Officials, Chief Justices and members of the judiciary, Parliamentarians, diplomatic representatives, development and collaborative on matters of interest to member countries and the Commonwealth.
- Creates an enabling environment for staff to achieve professional and personal goals.
- Develops and maintains relationships with internal and external stakeholders.

Substantive Oversight, Support and Advice

- Acts as an advocate for the Commonwealth's Agenda at national, regional and global levels.
- Provides policy advice to the Senior Management Committee.
- Provides visionary and intellectual leadership for the work of the Commonwealth Secretariat linking the policy streams of the Directorate to the wider Secretariat's Agenda.
- Leads quality assurance and oversight of the delivery of outputs and outcomes that are consistent with the Secretariat's results-based management practices.
- Ensures sound financial management of the Directorate's resources. Takes direct responsibility for the achievement of strategic outcomes and results falling under the Directorate's mandate as defined in the Secretariat's Strategic Plan.
- Identifies and undertakes analytical work in pioneering areas within the Directorate's focus areas with a view to advocate at key regional, pan-commonwealth and other international fora.
- Strengthens and build partnerships with member governments, intergovernmental organisations, key institutions, Centres of Excellence and other international agencies to advance the Directorate's work and results expected on the Secretariat's agenda.

Other Responsibilities

- Presents Commonwealth perspectives publicly through interaction with the media, public speaking and other profile-raising activities; and, supports organisation profile-building in collaboration with the Communication Division.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

Person specification

Education

A postgraduate qualification or equivalent in Political Science, International Relations, Law, Governance, or any other related discipline.

Experience

- At least 15 years working experience at a senior management level directing a multi-disciplinary team of professionals in government or an inter-government organisation.
- Proven track record of effective people management skills at senior level.
- Extensive experience related to at least two policy streams of work of the Directorate.
- Substantial experience working in developing countries and prior field-based development experience will be an asset.

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 & 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.

Creates an environment where respect for diversity is embedded in behaviours, systems & processes.

Communication

Establishes a culture of constant, consistent, clear and open communication

Ensures information is communicated to and from the top level and filtered through the appropriate channels

Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states, Permanent Secretaries and staff

Planning & Analysis

Organises work programme with full cognizance of Board of Governor requirements

Effectively assesses and advises on major programmes/activities at a divisional

level

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

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Decision Making

Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general

Is confident of making strategic/critical decisions with limited information in time pressured situations

Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues

Creates a culture that values ownership of decisions and leads by example

Adhering to Principles & Values

Defines Commonwealth Secretariat 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

Leadership & Development (strategic)

Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

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

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