

JOB AND TASK SPECIFICATION

Job Title:	Communication & Programme Analyst
Division:	Trade Division/ Hub and Spoke Programme Consolidation Phase
Grade:	I
Duration:	Fixed-Term to 27 February 2019

Reports To: Head of Programme, Hub and Spokes Consolidation Phase

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 many Eastern and Southern African, Caribbean and Pacific ACP countries governments have limited human and institutional capacities. These has impeded attempts to take full advantage of the opportunities offered by regional and international trade, nor 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 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 & SPOKES CONSOLIDATION PHASE

Since 2004, the European Commission (EC), the Commonwealth Secretariat and Organisation internationale de la Francophonie (OIF) have recognised the scale of the trade development challenge facing many ACP member countries and provided assistance through *The Hub & Spokes Project* and the Hub and Spokes II Programme. With the support of the ACP Secretariat, from May 2017 donor partners are now able to offer continued trade-related technical assistance to ACP member states through the *Hub & Spokes Consolidation Phase*.

The Commonwealth Secretariat is responsible for the implementation of the programme 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 the regions of West and Central Africa.¹

The overall goal of the *Hub & Spokes Consolidation Phase* 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 agreement.

Through the deployment of a Regional Trade Advisors to the African Union Commission, COMESA, CARICOM, EAC, OECS, PIFS, SADC Secretariats, the *Programme* will support a wide range of trade capacity development activities, including:

- institutional capacity building for the Secretariat, 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;
- provision of technical advice and 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;
- support 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 the non-government sectors.



The Commonwealth

Job Summary:

Under the direction of the Head of Programme the post holder will:

1. Assist in developing lobbying strategies to secure funding and strengthen collaboration with Regional International Organisations (RIOS);
2. Assist in the development of a Roadmap for implementation of the consolidation phase;
3. Support the Head of Programme Manager and Operations Manager to develop initiatives to institutional trade capacity building;
4. Collaborate with RIOS in designing customized programmes that meet regional trade capacity needs;
5. Monitor, evaluate and produce reports on project results in accordance with principles of result based management;
6. Contribute to ongoing project implementation; analyse bi-annual progress reports from Regional Trade Advisors and Trade Advisors;
7. Keep the Project website updated, including the generation of the Trade News bulletin and administration of the Trade Forum;
8. Assist with the organisation of and support meetings of the Programme Steering Committee, etc.;
9. Provide support with the financial and other provisions of the Grant Contract with the European Commission including reporting requirements;
10. Assist in monitoring day to day project activities, including project workshops, engagement of consultant/resource persons, and the disbursements of financial resources for technical work and related expenses;
11. Update Country Trade Profiles for relevant countries (ACP Countries in Eastern and Southern Africa, Caribbean and the Pacific regions);
12. Perform other tasks that may be required from time to time.

PERSON SPECIFICATION:

Education:

- Degree in Economics, International Trade, Trade Law or related disciplines.

Desirable: Post graduate qualification in relevant fields.

Experience:

- Minimum of five years experience-and knowledge of trade policy issues particularly WTO and EU/ACP issues;

Desirable

- Experience in project management
- Experience of working in a developing country.
- Ability to communicate in French, would be an advantage.



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.

Examines 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



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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.

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