

JOB AND TASK DESCRIPTION

Job Title: Deputy Head of Unit, Countering Violent Extremism

Division: Countering Violent Extremism Unit

Grade: F

Reports To: Head of Unit, Countering Violent Extremism

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 52 member governments in promoting democracy, development and respect for diversity. 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.

The Commonwealth Countering Violent Extremism (CVE) Unit was formed in January 2017. The Unit draws on existing relevant work within the Commonwealth, boosts its capacity in CVE and advance the Commonwealth's role in international efforts. The Unit aims to complement the work of other multilateral organisations, and ensures that Commonwealth efforts support implementation of the UN Secretary General's PVE action plan.

Job Summary

To assist the Head of the Commonwealth CVE Unit, in line with the mandate given by Heads of Government at CHOGM 2015 and reporting to the Steering Group chaired by the Commonwealth Secretary-General. Under the leadership of the Head of CVE, pull together relevant strands of work from across all Commonwealth bodies, sharing best practice, ensuring a cohesive, effective approach, and that Commonwealth efforts on CVE complement rather than duplicate each other.

Task description

Under the leadership of the Head of CVE, the Deputy Head of Countering Violent Extremism is required to:

- Develop new projects, as directed, and ensure high quality resource management of programmes' activities;
- Advise Commonwealth countries on conducting needs assessments and proactively determine how the Commonwealth CVE Unit can help members to implement existing national action plans/develop new ones;
- Manage and ensure the effective communication and dissemination of outputs and outcomes of the work programmes;
- Prepare, edit, co-ordinate and disseminate policy papers, briefs and other relevant documentations;

- Promote the Unit’s expertise and benefits to member states using established networks and generating new networking opportunities;
- Support the relationship with donor countries and the CVE steering group;
- Promote and strengthen networks and collaboration between partners aimed at strengthening capacity to protect and promote CVE best practice;
- Represent the Secretariat externally and contributes to strategic partnerships with the relevant regional organisations, governments, non-governmental organisations and academic institutions, as may be required;
- Undertake official travel abroad with senior colleagues or by himself/herself; as directed;
- Adhere 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 assigned from time to time.

Person Specification

Education

- Desirable: A relevant graduate qualification in international relations, social sciences or related disciplines.

Experience

Essential:

- At least seven years of CVE experience of developing policies and programmes that raise awareness, capacity, and commitment to CVE.
- Knowledge and expertise in violent extremism, how governments can respond and the role of civil society.
- Excellent written and verbal communication skills.
- Demonstrable influencing and negotiating skills with multi-level stakeholders.
- Experience of working at a middle-management level in a multilateral environment/with a range of countries but within an institutional framework.

Desirable experience

- Understanding of the Commonwealth and the Secretariat - experience of working within/alongside it.
- Understanding of the role and work of United Nations Counter Terrorism/CVE entities, the Global Counter Terrorism Forum, and other key CT/CVE bodies.

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.

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

Planning & Analysis

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 information

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 of delivery 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

Adapting and Innovating

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

Evaluates impact of improvement initiatives



Keeps abreast of developments in area of work and take a proactive approach to adopt or adapt innovative ideas and methods 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

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

September 2017