

JOB AND TASK DESCRIPTION

Job Title: Administration Assistant

Division: Youth Division

Grade: N (0.6 FTE)

Reports To: Operations Officer

General Information

The Commonwealth is a voluntary association of 52 independent and equal sovereign states. Its special strength lies in the combination of its diversity and shared values. The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's 52 member governments in advancing democracy, development and respect for diversity.

Sport for Development and Peace in the Commonwealth

Commonwealth Governments have consistently recognised the potential for sport-based policies and development interventions to make a positive contribution to sustainable development. Accordingly, the Commonwealth Secretariat works to assist member countries to strengthen the link between sport, development and peace (building) and to strengthen national Sport for Development and Peace (SDP) policy direction and strategy. SDP is the intentional use of sport, play and physical activity as a viable, practical and effective tool to contribute to development and peace goals.

To support Commonwealth countries to advance SDP, the Commonwealth Secretariat: undertakes policy analysis; delivers technical assistance projects focused on strengthening national policy frameworks; and, organises related events and high-level meetings, including the biennial Commonwealth Sports Ministers Meeting.

The Commonwealth Secretariat's SDP work contributes to the organisation's strategic objective for the people of the Commonwealth to "fulfil their potential with dignity and equality in a healthy environment". The SDP Section works across social policy areas, with a particular focus on engaging and empowering young people to meaningfully participate in political and development processes.

Job Summary

The Administrative Assistant (SDP) provides administrative support to ensure the smooth running of the SDP office and programmes. This assistance includes tasks related to project delivery, monitoring, evaluation and reporting, financial management; correspondence, and, travel arrangements.

Key Accountabilities

Projects & Events:

1. Assists with the coordination of divisional projects, including internal and external meetings and events:
 - Provides administrative support during project delivery
 - Supporting programme staff to prepare presentations and documents
 - Event management, including finding and booking venues, preparing guest lists, issuing invitations and handling enquiries
 - Coordinating logistics such as catering, audio visual arrangements, folders, nametags etc
 - Supporting monitoring and evaluation (coordinating surveys, data etc)
2. Coordinates official travel for SDP team and programme participants, including:
 - Liaising with travel agent to book flights
 - Arranging hotel bookings
 - Supporting securing of visas
 - Calculating and submitting requests for travel allowances
3. Maintains details of SDP contacts in all Commonwealth countries and across partner organisations.

Admin & Finance:

4. Assists with administrative tasks including:
 - Processing invoices and payments, and follows up on transactions as necessary
 - Preparing and submitting acquittals
 - Assisting with preparation of contracts for consultants and procurement
 - Maintaining an efficient filing system
 - Handling email and phone enquiries

Other:

5. Carries out any other appropriate duties as required for the efficient operation of the organisation in a continually evolving environment.
6. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

Person Specification

Education

- A Bachelor's degree in administration, project management or equivalent.

Experience

Essential

- At least three years demonstrated experience in a similar role.

Desirable

- Experience in a governmental, intergovernmental or international NGO organisation.



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- Demonstrated experience assisting with project management, event delivery and/or and monitoring and evaluation in a public policy or international development setting.
- A background in sport and/or social policy.

Skills

- High personal standards of excellence.
- Demonstrated commitment to Commonwealth values.
- Excellent:
 - Verbal and written communication skills in English.
 - Interpersonal skills.
 - Administrative and organisational abilities, including an eye for detail.
- Report writing skills, and proven ability to adhere to required timeframes and standards.
- Numerically literate & technologically savvy.
- Ability to work autonomously and in teams, and in a multi-cultural work environment.
- Demonstrated drive and initiative, a self-starter with a can-do attitude.

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect.</p> <p>Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p>
Working with Others
<p>Maintains an open, respectful, and professional approach to others</p> <p>Works as a team to achieve shared objectives</p> <p>Uses empathy and cultural awareness to facilitate working relationships</p> <p>Builds rapport with colleagues</p> <p>Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives</p>
Developing & Applying Expertise
<p>Makes attempt to improve knowledge skills and attributes through continued personal development</p>
Adapting & Innovating



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Adapts to changing circumstances and work demands

Shows a willingness to proactively take on new challenges and responsibilities

Considers ways of doing own job better

Accountability

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs

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