

## JOB AND TASK DESCRIPTION

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**Job Title:** Deputy Secretary-General

**Division:** Secretary-General's Office

**Grade:** B

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**Reports to:** Commonwealth Secretary-General

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### 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 53 member governments in promoting democracy, development and respect for diversity.

The Commonwealth Secretariat seeks to improve the lives of 2.4 billion people. We promote Commonwealth values, work on policy development, and provide expert technical advice and assistance to the governments of 53 member countries and their peoples, helping them to develop politically, economically and socially.

The Commonwealth Secretariat over the years, has contributed extensively in advocating for Small and other Vulnerable States. The work of the Secretariat includes areas of Climate Change, Oceans and Natural Resources, Good Governance and Peace; Trade Facilitation and Competitiveness, and Economic, Social and Sustainable Development. The Secretariat will continue to support its member states in the fulfilment of the values and principles embodied in the Commonwealth Charter and in the implementation of the Agenda 2030 Sustainable Development Goals.

The Secretariat is the executive arm of the Commonwealth. The Commonwealth Secretariat sets the policy agenda for Commonwealth Heads of Government Meeting (CHOGM) and Ministerial meetings. The Secretariat is the main source of political, social and economic analysis for CHOGM and Ministerial meetings and implements decisions made at these meetings. The Secretariat undertakes research in priority areas of work and coordinates with accredited Commonwealth organisations while at the same time connects with non-state actors such as NGOs, foundations and the media.

The Secretary-General of the Commonwealth, as the Chief Executive of the Commonwealth Secretariat, is supported by a team comprising a Deputy Secretary-General; an Assistant Secretary-General, a Chief of Staff and three Senior Directors. The Secretariat is seeking to recruit the Deputy Secretary General who will report directly to the Secretary-General and be part of the senior management team.

## **Job Summary**

The Deputy Secretary-General assists the Secretary-General in managing the operations of the Secretariat, acts for the Secretary-General at the Secretariat and in other cases as may be decided by the Secretary-General. The Deputy Secretary-General supports the Secretary-General in ensuring that there is inter-sectoral coherence of programmes and projects as well as in elevating the profile and leadership of the Commonwealth in priority programme areas.

The Deputy Secretary-General is expected to be sharply and actively focused on delivering measureable results, reporting and being accountable to the Secretary-General; providing visionary leadership as well as practical management; and, modelling personally core Commonwealth principles including transparency, integrity, and inclusiveness.

The Deputy Secretary-General will therefore support delivery and performance results through inspirational leadership, innovative lateral thinking, problem solving, policy-setting, and strategic oversight and direction.

## **Task Description**

The post-holder:

1. Contributes to collective institutional management at senior level.
2. Is responsible for delivery of measureable and effective technical assistance programmes in support of capacity creation, sustainable development, poverty reduction and economic growth in Commonwealth developing member countries - particularly small states and other vulnerable economies - including through ensuring the sound management and good governance in administering the Commonwealth Fund for Technical Co-operation (CFTC).
3. Represents the Secretary General at conferences, official functions and ceremonial occasions as decided by the Secretary General.
4. Undertakes public diplomacy, including public speaking and media work, working closely with the Communications Division.
5. Delivers and supports inter-governmental meetings and other discussions organised by the Directorates/Divisions for which the post-holder is responsible, including Ministerial meetings.
6. Acts always in ways that strengthen the organisation's common goals including remedial actions for any identified issues, and conducts crisis management when necessary.
7. Ensures that operations in areas of responsibility and accountability adhere to the highest corporate standards of financial and administrative governance; meet expected quality standards; and, are monitored for

performance and results regularly through results-based management processes.

8. Undertakes line management of the Directors of Directorates/Division for which the post-holder is responsible, as well as providing leadership to ensure effective human resources management and development in line with the organisation's Rules, Regulations and Values.
9. Provides policy leadership, direction and advice to staff in areas of line responsibility and accountability.
10. Participates in the governance of the Secretariat, notably as a member of the Senior Management Committee, and attends meetings of the Board of Governors and its Executive Committee, and, in particular, provides informed contributions to Board members' deliberations on matters concerning the Secretariat's activities in his/her areas of responsibility.
11. Undertakes all other assignments as determined by the Secretary-General.

### **Person Specification**

#### **Education**

- A post-graduate degree in international relations, Public Administration, law or other fields relevant to this role.

#### **Experience and Skills**

1. Clear evidence of at least 15 years of leading in substantive senior executive role, with results delivered in areas of work relevant to this role.
2. Experience in management and leadership roles and evidence of being accustomed to working and succeeding in complex political and governmental settings.
3. Substantial people management skills and experience including experience in recruiting and developing high performing and diverse teams, and in managing and supporting change.
4. Ability to think strategically, including experience in planning and offering sound operational and tactical advice where required to achieve strategic goals.
5. Financial management skills and experience including planning and oversight of budgets.
6. Excellent communication skills including public speaking skills that are persuasive and confident in style.
7. Good negotiating skills, with demonstrable experience in navigating

successfully between differing demands and stakeholders

8. Experience in working within different jurisdictions in the Commonwealth.
9. Experience with working with a diverse workforce.
10. Ability to demonstrate the core corporate values and competencies of the organisation, including being able to operate in the pan-Commonwealth multi-cultural setting of the Commonwealth Secretariat.

**Ends. July 2018**