

## JOB AND TASK DESCRIPTION

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**Job Title:** Director

**Division:** Economic, Social and Sustainable Development Directorate

**Grade:** C

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**Reports To:** Secretary-General

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The Commonwealth Secretariat seeks to appoint a new Director of the Economic, Social and Sustainable Development (ESSD) Directorate. S/he will lead the efforts of the Secretariat in supporting sustainable economic development and policy development, ensuring that the voices of member states are heard and compelling on the global stage. S/he will work comfortably at the highest levels with government leaders and will be at ease operating within multi-lateral environments. S/he will be an adroit manager, fluent advocate, economic development and policy thought leader, and committed internationalist.

### Introduction

The Commonwealth is a voluntary association of 52 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 31 of its members are small states, many of them island nations. The Commonwealth is home to 2.2 billion citizens, of which 60% are under the age of 30.

Such diverse members of the Commonwealth are bound together by respect for all states and peoples; by shared values and principles; and by concern for the vulnerable. The Commonwealth operates by consensus of the member states, organised through the Commonwealth Secretariat, and non-governmental organisations, organised through the Commonwealth Foundation.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and social and economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations. The Secretariat's work is funded by the Commonwealth Fund for Technical Co-Operation (CFTC).

The Economic, Social and Sustainable Development (ESSD) Directorate is responsible for the Secretariat's programmes work on global, regional, and national economic issues, both contemporary and emerging, and on small states and climate change. The Directorate plays a key role in helping to identify solutions to economic development challenges encountered by Commonwealth member countries through analytical and diagnostic work and the promotion of evidence-based policy options. Its approach emphasises country ownership and engagement by delivering technical assistance on a demand-driven basis. The Directorate has excelled in particular in its work related to sovereign debt management, climate finance, resilience and vulnerability of small states and youth and social development.

The Directorate also promotes international debates, dialogues, and consensus on key economic development issues affecting small states through global advocacy. It ensures effective partnership with key development institutions and representation in international fora. Under the leadership of the Director, the Economic and Social Development Directorate delivers the annual Commonwealth Finance Ministers Meeting, the annual G20 Development Dialogue, the triennial Commonwealth Small States Conference, and other strategic high-level engagements.

## THE ROLE

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The Director of the Economic and Social Development Directorate will provide vision, leadership, and guidance to the Directorate, the Secretariat, the Commonwealth member states, and partners globally. Reporting to the Secretary-General, the Director will be a member of its Senior Management Group, chaired by the Secretary-General, playing a leading role in shaping Secretariat strategies and policies, as well as those of the Directorate.

The Director will ensure that the directorate continues to be at the forefront of thought leadership and innovation in economic development and policy advocacy, reflecting the prioritised needs of member states. S/he will have a clear mandate to forge ever-closer partnerships with stakeholders in the international arena to optimize collaboration, enable the division's work to maximise its scale and impact, and mobilise resources.

As the leader of the directorate, the Director will manage a diverse team of approximately 25 highly experienced professionals and support staff who deliver specialised knowledge and technical assistance interventions in their respective fields of specialisation to member countries. S/he will develop the team more fully to ensure the effective balance of knowledge, skills, and representation.

The Director of the Economic and Social Development Directorate role requires a unique blend of excellence in leadership and management; economic development and policy thought leadership; advocacy and relationship development. The duties and work programme responsibilities for the role are to:

### **Senior Management of the Secretariat:**

- Contribute substantively to the development of Secretariat strategies and policies; and
- Provide strategic advice to the Secretary-General on innovative and sustainable economic development, particularly in international finance, international trade, international and regional co-operation, small states, economic management, and the environment (climate finance).

### **Senior Management of the Economic Policy Division:**

- Provide policy and intellectual leadership for the work of the Commonwealth Secretariat in areas of divisional priority and core competence as above;
- Identify, undertake, and pioneer analytical work in the division's area of responsibility with an aim to advocate through key global, regional, and pan-Commonwealth platforms;



## The Commonwealth

- Lead the Secretariat's niche work in supporting and promoting the strengthening of resilience and capacity building of small states, and in influencing the responsiveness of international policies and mechanisms to the strategic development and resilience needs of small states;
- Lead and manage directorate staff, ensuring a transparent environment in which they can achieve professional and personal goals and contribute effectively to the team and Secretariat objectives;
- Deliver strategic outcomes and results consistent with the division's mandate as defined in the Commonwealth Secretariat Strategic Plan;
- Institutionalise knowledge management; spearhead quality assurance in programme design and oversight; and ensure strong results-based management practices;
- Ensure sound financial management by managing the division's resources to deliver to time, budget, and agreed quality in keeping with Secretariat policies and procedures;
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time.

### **Representation & Advocacy:**

- Represent the Secretariat externally at a senior level and act as an advocate for Commonwealth policy positions at national, regional, and global levels;
- Advocate systemically with key audiences and lead the Secretariat's global advocacy and engagement with leading development institutions;
- Participate in and lead strategic high-level international fora to support effective engagement, impact, and influence in international decision-making. This includes leading the Secretariat's engagement in the Commonwealth-La Francophonie-G20 Outreach meetings, the G20 Development Working Group, and pan-Commonwealth fora; and
- Strengthen and build partnerships and synergies internally across business units and externally with key institutions, especially international financial institutions (IFIs), amongst others.

## CANDIDATE PROFILE

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The Successful candidate will bring:

### KNOWLEDGE & EXPERIENCE

- Post-graduate degree in Economics or a related field of study with a strong research element from a reputable institution; a doctoral degree is desirable;
- At least fifteen years of experience, including a minimum of ten years at the senior management level, directing teams of multi-disciplinary professionals in a governmental or international organization;
- Extensive experience in sustainable development, including substantial experience working in developing countries; prior field-based experience and/or expertise in small states will be an asset;
- Leadership experience in developing and delivering complex economic research and policy-development work;
- Experience leading and operating within complex organisational environments and leading multi-stakeholder initiatives and multi-lateral processes;
- Track record of creating, managing, and strengthening a variety of strategic partnerships- externally and internally; and
- Experience in representation and advocacy that is aligned with the strategy and work of the Commonwealth Secretariat.

### COMPETENCIES

The Director of the Economic and Social Development Directorate will possess the following:

#### Subject Matter Expertise

- A profound commitment to and in-depth knowledge of concepts and approaches relevant to sustainable economic development and policy-making, especially in a small/vulnerable state context;
- Understanding of global economics and economic policy, including an understanding of the opportunities and barriers to the growth and development of small states; and
- Familiarity with networked governance and taking leadership in such governance.

#### Strategic Capability

- Ability to develop, implement, and articulate a clear strategic vision and plan to steer the direction of a unique intergovernmental organization to ensure long-term impact;
- Capability to collaborate with Commonwealth entities, member states, and partners to develop effective strategies with differentiated approaches so as to address disparate audiences, cultures, and global contexts effectively;

- Strives actively to improve programmes or services, and offers creative options to solve problems or meet stakeholder needs;
- Navigates confidently in ambiguous situations and can make decisions that are aligned with the strategic objectives of the Secretariat and the division in the face of uncertainty or change;
- Willingness to take calculated risks on new and pioneering ideas; and
- Identifies and communicates clearly the links between the Secretariat's strategy and the division's goals.

### **Leadership & Operational Management Skills**

- Modern, inclusive leadership and management style and skills with an ability to motivate a diverse team;
- Fosters a culture of engagement, empowerment, and continuous improvement;
- Builds trust and operates with transparency, managing in a deliberate and predictable way and recognising the accomplishments and contributions of staff;
- Excellent interpersonal skills which promote cooperation with colleagues and partners to guarantee constructive relationships internally and externally;
- Encourages others to set challenging goals and to act with autonomy in important areas of their work, creating an environment in which each staff members' input and expertise is valued and recognised;
- Focuses on implementation of agreed measures and plans with a commitment to executing for results;
- Takes a collaborative approach to decision-making but with courage to take unpopular stands when necessary;
- Anticipates and resolves conflict by pursuing mutually agreeable solutions; and
- Promotes diversity and equality in all aspects of work and staffing.

### **Advocacy & Representation Skills**

- Outstanding communication skills: articulate and convincing speaker capable of representing the Commonwealth Secretariat and division to a wide variety of audiences, including Heads of State;
- Engages and operates effectively at the highest levels of all relevant constituencies with great sensitivity to diversity;
- Credible as an authority and voice within the international arena and broader global development community;
- Charismatic, eloquent, and diplomatic talent able to deliver the Secretariat's and the division's messages internally and externally in a convincing and compelling manner;
- Able to use influence and insight to form coalitions and engage new partners, leveraging networks strategically to accomplish objectives; and
- Understanding of developing and implementing effective strategies for resource mobilization.



**Personal Attributes**

- Committed to Commonwealth Secretariat’s goals and strategic outcomes with the energy to further enhance its profile and promote its work;
- Strong ability to work effectively in a diverse, multi-cultural environment with demonstrated respect for diverse points of view;
- Creates an environment in which respect for diversity is embedded in behaviours, systems, and processes;
- Responsive and flexible in addressing challenges and opportunities as they arise;
- A citizen of the world; and
- Unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals and organisations throughout the Commonwealth, the global development community, and beyond.

**ADDITIONAL**

**Languages**

Candidates must be skilled communicators with strong linguistic capabilities:

- Impeccable verbal and written communication skills in English are essential; and
- Fluency in another language is desirable.

**Competencies:**

<b>Respect for Diversity</b>
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
Creates an environment where respect for diversity is embedded in behaviours, systems and processes
<b>Working with Others</b>
Collaborates effectively with top level stakeholders i.e. Management Committee and Senior Management Group
Able to persuade, guide and advise top level stakeholders e.g. Management Committee, Senior Management and the Commonwealth Secretariat Staff Association
Leads discussions and negotiations on behalf of the Commonwealth Secretariat on human resources issues



Creates a culture where knowledge sharing and effective collaboration is encouraged

### 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 all levels of staff and management

### Planning & Analysis

Organises work programme with full cognisance of Board of Governors requirements  
Effectively assesses and advises on major programmes/activities at a divisional level  
Balances focus in order to deliver both Commonwealth Secretariat goals and member states' goals as stated in the Strategic Plan  
Ability to interpret incomplete and/or ambiguous information  
Effectively analyses and assesses new or uncertain critical situations

### Adhering to Principles & 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  
Ensures that human resources strategies are aligned to the values and principles of the organisation

### Leadership & Development

Provide vision and overall human resources strategy for the Commonwealth Secretariat  
Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently improving  
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.



### Developing and Applying Professional Expertise

Guides senior colleagues in the resolution of complex and wide ranging Human Resources issues

Ensures breadth and depth of knowledge to enable guidance and facilitation in areas that may not be of own expertise

Acts on behalf of the SG and ASG, demonstrating knowledge and understanding across the organisation

Provides advice to the SG and ASG on all human resources issues

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