JOB AND PERSON DESCRIPTION

Job Title: Partnerships Support Officer
Division: Secretary-General’s Office
Grade: J

Reports To: Strategic and Commonwealth Partnerships Adviser, Secretary General’s Office

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 advancing 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. There are also three Deputy Secretaries-General responsible for the political, social development and economic, and corporate goals and programmes of the Secretariat. The Secretary-General and the three Deputy Secretaries-General comprise the Management Committee, which supports the Secretary-General in the management of the Secretariat.

The Secretary-General and the three Deputy Secretaries-General interact regularly and widely with a large number of constituencies. These include senior representatives and counterparts in governments, other inter-governmental organisations, civil society groups and the media.

Commonwealth Heads of Government agreed in 2002 that the Commonwealth should develop strategic partnerships with other international organisations, in order to promote Commonwealth values and principles, and adherence to them, as well as securing new and alternative sources of funding and other assistance. The Secretariat has developed a policy framework to guide work in this area, and a Strategic Partnerships Committee, which provides senior management guidance and oversight in the development and maintenance of strategic relationships, and the organisation’s Strategic Partnerships policy.

Commonwealth Governments have also recognised that civil society organisations and accredited Commonwealth organisations can make vital contributions to the quality of life in member countries, to the promotion of intra/Commonwealth understanding and cooperation, and to the delivery of Commonwealth priorities.

This post, together with that of the Strategic and Commonwealth Partnerships Adviser are full-time established posts based in the Secretary-General’s Office, reflecting the importance attached to strengthening, increasing and maintaining strategic partnerships as well as to strengthening coordination across the Commonwealth Secretariat of all partnership-based activity including with accredited Commonwealth organisations.
Job Summary

The post-holder is principally responsible for supporting communication, coordination and collaboration of the Commonwealth Secretariat with Commonwealth civil society (CSOs) and accredited Commonwealth organisations.

The post-holder supports Secretariat divisions to take account of CSOs and accredited Commonwealth organisations in their work, and assists to build the capacity and voice of these Commonwealth partners in order that they can interact effectively with Commonwealth intergovernmental consultations and processes.

The post-holder reports to the Strategic and Commonwealth Partnerships Adviser, and supports the efforts of the Secretariat to embrace CSOs and accredited Commonwealth organisations in meaningful and productive partnerships and collaboration, including close working relations with the Commonwealth Foundation.

Task Description

The post holder:

1. Promotes the role and recognition of Commonwealth civil society and accredited Commonwealth organisations in the Commonwealth and identifies opportunities to integrate civil society more fully into the work of the Commonwealth and its intergovernmental agencies.
   - Makes presentations in meetings
   - Supports CSOs to advocate and participate effectively in intergovernmental meetings

2. Facilitates managerial and strategic dialogue on civil society-related issues between the Secretariat and the Foundation.
   - Identifies issues of common importance between the Foundation and Secretariat
   - Develops internal policy on the ways that the Commonwealth Secretariat interacts with civil society organisations and accredited Commonwealth organisations
   - Organises meetings and other activities to develop common strategies.

3. Promotes cooperation in project planning, collaboration and implementation.
   - Supports Commonwealth Secretariat divisions in mainstreaming civil society organisations and projects into their work;
   - Organises yearly consultations between civil society and Commonwealth agencies, and supports other aspects of the agreed framework for Commonwealth Secretariat collaboration with other Commonwealth partners
   - Assists the planning and implementation of the Commonwealth People’s Forum in the margins of the Commonwealth Heads Of Government Meeting
   - Identifies and encourages the strengthening of areas where accredited Commonwealth organisations can work with the Secretariat.

4. Provides an efficient and effective channel of communication and coordination with pan-Commonwealth CSOs.
5. In support of the above functions, undertakes research and information gathering.

6. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat’s Gender Equality Policy.

7. Performs any other duties as may be required from time to time.

Person Specification

Education

A university degree or relevant qualification relating to international relations and/or development.

Experience

Essential: At least five years’ working experience with the non-governmental sector and the public service.

Desirable: Direct experience of working with Commonwealth civil society organisations and accredited Commonwealth organisations.
## 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

### 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
- 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