

## JOB AND TASK DESCRIPTION

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Job Title:	Programme Officer, Cyber Capability
Division:	Governance and Peace Directorate
Grade:	J
Duration:	Eighteen months fixed-term

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Reports To:	Legal Adviser, Rule of Law Section, Governance and Peace Directorate
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### General Information

The Governance and Peace Directorate (GPD) is the lead Directorate in the Commonwealth Secretariat's work to promote the rule of law, separation of power, democratic values and good governance. Among its priorities, the Rule of Law Section works to deliver on the mandates set by Heads of Government and Law Ministers to strengthen the rule of law and good governance by strengthening justice institutions, developing laws and enhancing the capacity of justice officials and the independence of judiciaries through technical assistance programmes.

The Rule of law Section, also provides technical assistance to member countries to enable them to tackle national, transnational and international crimes, including, cybercrime, and promotes procedural and cross-cutting issues in the administration of justice, such as international cooperation on criminal matters, effective court administration, legislative drafting and law reforms. It also coordinates the Commonwealth Cybercrime Initiatives (CCI) which is a multi-stakeholder initiative, with a range of committed national, regional and international partners, designed to provide coherent, comprehensive and sustainable assistance on cyber related issues to member states. This includes helping to build capacity to combat cybercrime and develop appropriate legal frameworks as well as investigative, technical, enforcement and criminal justice capabilities.

These various component of work streams is delivered in an integrated manner, taking into account human rights, gender issues and build into the relationship between the rule of law and sustainable development, with a special focus on the post 2015 Development Agenda of the United Nations.

This project is funded by the grant from the Government of the United Kingdom through the Foreign and Commonwealth Office's Cybersecurity Capacity Building Programme. It aims at implementing some of the components of the Commonwealth Cyber Declaration and its implementation plan, recently adopted by the Commonwealth Heads of Governments at their meeting in April 2018, in London.

The Commonwealth Cyber Declaration aims, to harness expertise and resources to: -

- a. work with relevant international organisations, the private sector, academic institutions, stakeholders, Commonwealth member countries to increase cooperation within the Commonwealth;
- b. help all members put in place the foundations of an effective national cybersecurity response, by conducting cyber resilience review of member countries, including effective cybercrime legislation, law enforcement and criminal justice responses;
- c. help build capacity through knowledge transfer, awareness, raising, access to good practice and by investing in targeted capacity building efforts;
- d. strengthen cybersecurity strategies, policies and legislation through the development and sharing of models and good practice;
- e. improve cybersecurity skills and enhance the protection of election systems

In pursuance of these work programmes, the Commonwealth Secretariat has obtained funds grant from the United Kingdom Foreign and Commonwealth Office to assist member countries with the following technical assistance programmes, collectively referred to as 'Project':

- a. Cybercrime and electronic evidence training for investigators, prosecutors and judges in the Caribbean region
- b. Cyber resilience review and cybercrime legislative reforms in two Commonwealth countries - The Gambia and Kenya
- c. Strengthening of Pan-Commonwealth international cooperation in cybercrime investigations; and
- d. Strengthening election cybersecurity in the Commonwealth.

This project will assist member countries to develop capacity to tackle scourge of cybercrime and on the long run develop resilience to the threats of cyber-attacks.

## **Background**

In recent times, the governments of member countries have increasingly become dependent on the information and communication technologies in the delivery of services to their citizens. While it is recognised that the internet and its underlying technologies have enabled the ease with which these services and other businesses are delivered and conducted, inadequate cyber resilience preparedness may have serious consequences. Critical public infrastructure and businesses are continually threatened by cybercriminals for criminal gains. This situation has brought a considerable pressure on governments wishing to provide effective and efficient service delivery to its people to concurrently develop effective cyber response capabilities.

## **Job Summary**

The Programme Officer under the overall supervision of the Director of the Governance and Peace Directorate and coordination by the Legal Adviser, will be responsible for supporting the implementation and reporting of this project.

S/he will do so in fulfilment of the related Grant Agreement. S/he will ensure that the project delivers value for money to the project donor, demonstrates clear impact within a results-based management framework, is aligned to the Secretariat's Strategic Plan and meets the needs of the identified stakeholders as contained in the detailed project proposal.

### Task Description

The Post holder will generally assist with the day-to-day management, coordination and implementation of the components of the project, including all substantive and administrative matters and in particular perform the following functions, among others: -

- prepare the workplan and timelines in line with the project proposal and grant agreement;
- together with the Legal Adviser, provide substantive input to project activity design and implementation;
- manage and coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities;
- manage day-to-day project implementation and overall coordination by liaising with the relevant member countries, partner organisations and experts in organising the activities within the timelines detailed in the various components of the project;
- prepare and apply the funds as budgeted in the various components of the project to activities and the quarterly project report for FCO, including issuing relevant invoices and expenditure profile as and when due for the proper execution of the project;
- identify any inherent risks to the timely and proper delivery of any of the activities and proffer mitigating factors;
- ensure timely preparation and compilation of the Project Annual/Quarterly Work Plans and Progress/Final substantial and financial reports and its submission to FCO as appropriate;
- guide and orient efforts and contributions of experts/consultants, staff and government counterparts towards achievement of project objectives;
- ensure proper professional relationships with relevant national and international partner agencies;
- Adhering to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Performing any other duties that may be required from time to time.

The post-holder will also support the following cross-cutting activities:

Relationship building

- Developing relationships and strategic partnerships with key project stakeholders of the dialogue component aspect of the project including national institutions such as telecommunications agencies, the judiciary, prosecutors and police departments, human rights institutions and other agency/ies relevant to the implementation of the project;
- Developing relationships and strategic partnerships with target stakeholders of the gender aspect of this project including, CSOs and internet service providers;
- Identifying and building relationships with project partners.

**Person Specification**

**Education:**

- An undergraduate degree in a relevant subject, preferably law with criminal justice background, international development, social sciences, cybercrime or cybersecurity, public administration or other relevant field.

**Experience:**

- A minimum of five years' experience in project management within the context of a results-based management system, including project planning, monitoring, evaluation, budgeting and implementation;
- Experience in the field of development cooperation including in grant management;
- Proven ability to draft, edit and produce written reports and results-focused reports;
- A project management qualification and/or specialist training;
- Proven experience working with Government, civil society, international organizations and donors;
- Excellent Knowledge of Microsoft Office packages including Word and Excel;
- Proven ability to work with minimal supervision to deliver quality results;
- Proven ability to work successfully in a multicultural environment;
- Proven ability to work with and across diverse teams

**Desirable:**

- A relevant post-graduate degree or other advanced qualification;
- Experience in a coordination role, supporting a programme team on budgeting and financial analysis



## The Commonwealth

- Knowledge of cybercrime, cybersecurity and criminal justice issues;
- Experience working on projects funded by international aid agencies;
- Familiarity with democratic governance systems and electoral cycle activities;
- Familiarity with gender inclusive strategies and models;
- Experience co-ordinating events in remote locations.

### 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.
- Changes systems and processes when biases are identified

#### Working with Others

- Promotes team work and removes barriers to effective team working
- Provides advice and guidance for others sensitively and where appropriate
- Establishes ownership for relevant activities from the outset
- Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
- Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer
- Demonstrates an ability to negotiate with and influence senior colleagues and contacts
- Proactively liaises with other divisions, partners & third parties

#### Managing Resources

- Identifies targets for team activities and manages progress against objectives
- Plans and manages activity spend accurately against budget
- Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner
- Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia
- Recognises strengths and weaknesses in others, structuring teams based on this knowledge

Drives forward results of others

Takes ownership for team wellbeing

#### Decision Making

- 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
<b>Accountability</b>
<ul style="list-style-type: none"><li>• Takes ownership of assigned tasks, honours deadlines.</li><li>• Ensures timely delivery of outputs within defined cost and quality standard parameters.</li><li>• Takes responsibility for own shortcomings and compliances.</li></ul>
<b>Leadership &amp; Development</b>
<ul style="list-style-type: none"><li>• Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia</li><li>• Provides constructive feedback to team members and colleagues with confidence and sensitivity</li><li>• Actively seeks feedback on own performance and acts to modify behaviours where necessary</li><li>• Inspires others through own enthusiasm</li></ul>