

JOB AND TASK DESCRIPTION

Job Title: Programme Assistant
Division: Governance and Peace Directorate (GPD)
Grade: M

Reports To: Operations Officer - GPD

General Information

The Governance and Peace Directorate (GPD) is the lead directorate in the Commonwealth Secretariat for the promotion of democracy, human rights, rule of law and good governance in the Commonwealth. The directorate is responsible for programmes which foster greater adherence to Commonwealth political values, the conducting of fair, credible and inclusive elections and engagement with member countries through the Good offices of the Secretary General. It is also responsible for promoting effective, efficient and equitable public governance, through programmes strengthening National Human Rights institutions and countries' participation in the United Nation's Universal Periodic Process; improving judicial and legal reform and access to justice; enhancing public administration for good governance, and the prevention and elimination of corruption. Through its Office of Civil and Criminal Justice Reform, the directorate develops toolkits, guides and handbooks for law reform for sustainable development.

To build consensus among Commonwealth countries on common issues, cooperation and global challenges, GPD is responsible for the organisation and servicing of the biennial Commonwealth Heads of Government Meetings (CHOGM), the annual meeting of Commonwealth Foreign Affairs Ministers (CFAMM), meetings of the Commonwealth Ministerial Action Group (CMAG) and the Commonwealth Law Ministers and Senior Officials Meetings (CLMM).

The Political Section (POL) within the GPD, leads the Secretariat's high-profile programme for the promotion of democracy in the Commonwealth, through various political engagements with member countries. The Section works closely with the Office of the Secretary-General, providing the Secretary-General advice and support on all political issues, and particularly in her Good Offices role. Its work ranges from the monitoring and analysis of political developments and the preparation of briefings, to the organisation of election observation and the provision of technical assistance. The work is often of great sensitivity and requires delivering under demanding timelines.

Job summary

Reporting to the Operations Officer for GPD, the Programme Assistant provides administrative support to the Political Section.

Task description

- Provide administrative and logistical support to the Section, and across the Directorate as may be required, in relation to meetings; prepare and distribute documentation and materials pertaining to meetings; facilitate experts and staff travel;
- Provide administrative support across the Section, and the Directorate as may be required, in coordinating and compiling material for the preparation of briefs for the Secretary-General, Deputy Secretary-General and Senior Management;
- Undertake logistical preparations for mission-related activities, acting as point of contact on deployment and transport matters, and serving as a main point of contact with base hotel regarding mission office, meeting rooms and other logistical arrangements;
- Provide administrative and logistical support for assigned workshops and seminars in London and around the Commonwealth;
- Provides administrative support in the planning, execution and implementation of the Section's programmes;
- Assist in the preparation of low-cost contracts within Commonwealth Secretariat procurement guidelines;
- Assist with the production of publications including the design, layout, editing and distribution of reports, papers, publications and newsletters.
- Supports programme staff in the effective use of the Section's filing and records management system;
- Maintain stationery stores for the Section in good order and ensure stationery orders and requirements for the Section are met;
- Prepare financial data and reports as required. Support Section's procedures relating to purchase and expenditure transactions on CODA (the in-house financial system);
- Coordinate and maintain the Section's environmental recycling procedures and assist Officers to maintain correct practices;
- Provide support to other teams within GPD as a whole, as and when required;

- 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.

Person specification

Education Secondary Qualification to “A” Level or equivalent vocational qualification

Desirable Recognised qualification in public administration, business management or financial management.

Experience You will have at least three years’ experience of administrative procedures in an office environment

Experience using Microsoft Office, especially Word, Excel & Outlook and operating financial systems.

Desirable Previous experience in similar roles in governmental, international or non-governmental institutions will be an advantage.

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

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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